SGC **1506**
GS 106
LD215c
Aficio™ 615C

Operating Instructions
Copy Reference

1 Placing Originals
2 Copying
3 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine ink from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

❖ **About This Machine**
Be sure to read the Safety Information in this manual before using the machine.
This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **General Settings Guide**
Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Troubleshooting**
Provides a guide to solving common problems, and explains how to replace paper, print cartridges, and other consumables.

❖ **Security Reference**
This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy Reference**
Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

❖ **Facsimile Reference**
Explains Facsimile functions and operations.

❖ **Printer Reference**
Explains Printer functions and operations.

❖ **Scanner Reference**
Explains Scanner functions and operations.

❖ **Network Guide**
Explains how to configure and operate the machine in a network environment, and use the software provided.
This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ **Other manuals**

- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

Note

❒ Manuals provided are specific to machine types.

❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

What You Can Do with This Machine <Color Functions/Color Adjustments>

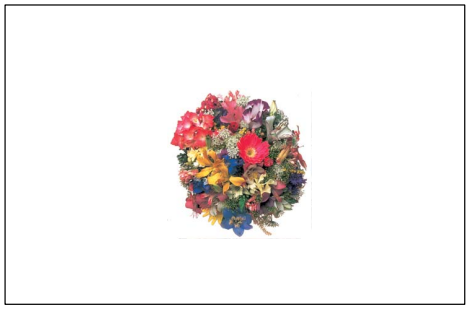
Color Copying

You can switch the color copy mode depending on the type of originals used and the desired finish.

See p.34 “Selecting a Color Mode”.

❖ Full Color Copy

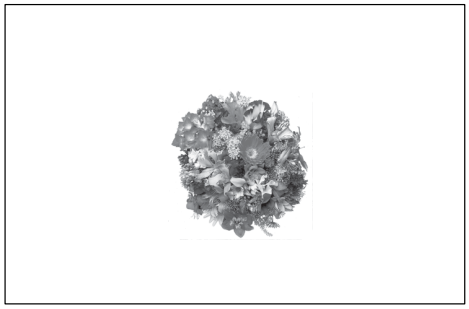
Copies using four colors: yellow, magenta, cyan and black.



AMF033S

❖ Black/White Copy

Copies in black and white even if the original is colored.

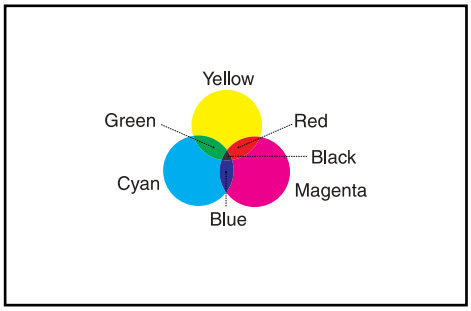


AMF034S

Adjusting Color

See p.39 “Color Adjustment”.

❖ Primary Colors

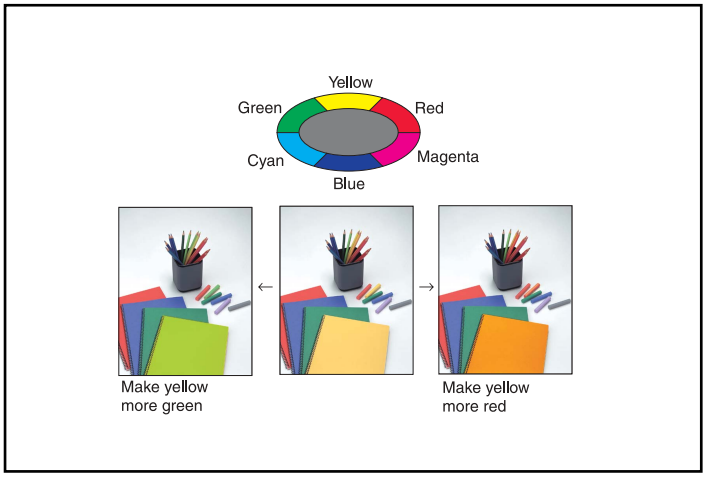


AMA013S

Colors can be created by combining the 3 primary colors: yellow, magenta and cyan. Black can be made by combining yellow, magenta and cyan, however, as there might be some slight differences, “black” will be expressed using a black ink.

❖ Adjust Color

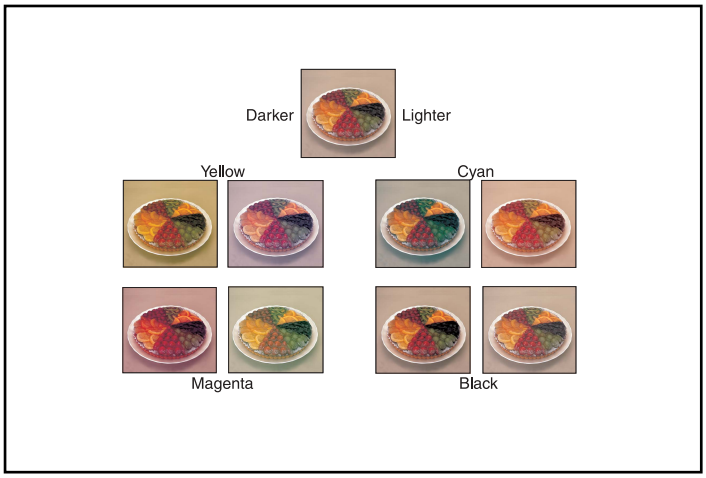
Adjusts the specific colors (yellow, red, magenta, blue, cyan and green) by mixing them with adjacent colors in the color circle.
See p.39 “Color Adjustment”.



AMA014S

❖ Color Balance

Adjusts the overall color tone when the overall copy is reddish or bluish.
See p.35 “Color Balance”.



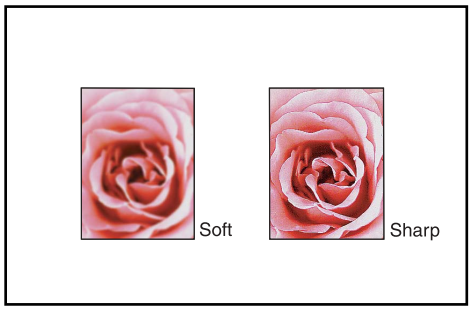
AMA015S

Adjusting Images

See p.40 “Image Adjustment”.

❖ Sharp/Soft

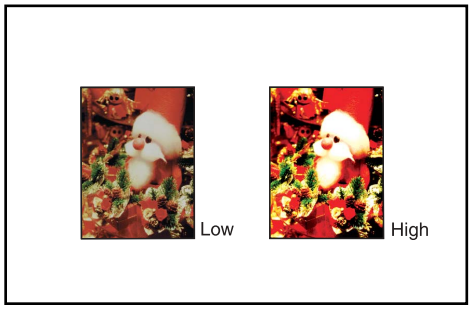
Adjusts the outline of an image.
See p.41 “Adjusting the sharpness/softness”.



AMA016S

❖ Contrast

Adjusts the shades of an image.
See p.41 “Adjusting the Contrast”.

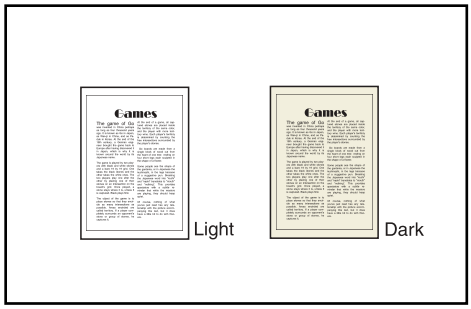


AMA017S

❖ **Background Density**

Adjusts the background density of an image.

See p.42 “Adjusting the background density”.



AMA018S

❖ **Adjust U.C.R.**

Adjusts the amount of black ink to express vividly the black areas in an image.

See p.42 “Adjusting the U.C.R”.

What You Can Do with This Machine

Available functions differ depending on the model and options.

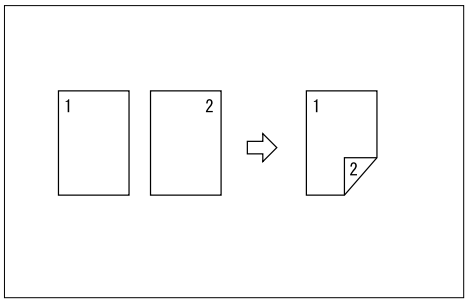
Reference

See p.3 “Functions Requiring Optional Configurations”.

Types of Duplex Copies

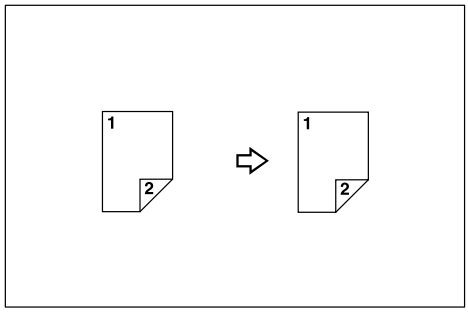
❖ **1 Sided 2 Pages → 2 Sided 1 Page**

See p.53 “Duplex”.



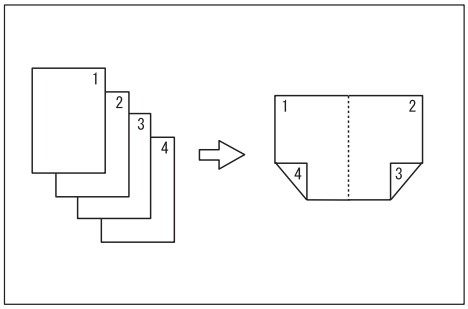
❖ **2 Sided 1 Page → 2 Sided 1 Page**

See p.53 “Duplex”.



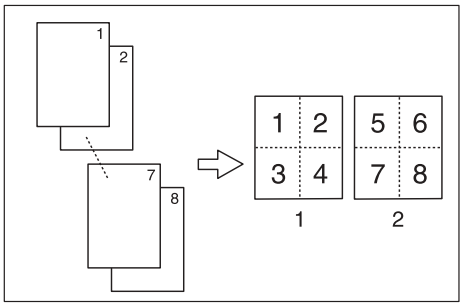
❖ **1 Sided 4 Pages → Combine 2 Sided 1 Page**

See p.59 “Two-Sided Combine”.



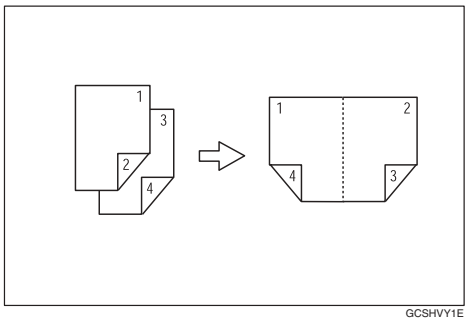
GCSHVY9J

❖ **1 Sided 8 Pages → Combine 2 Sided 1 Page**
See p.59 “Two-Sided Combine”.

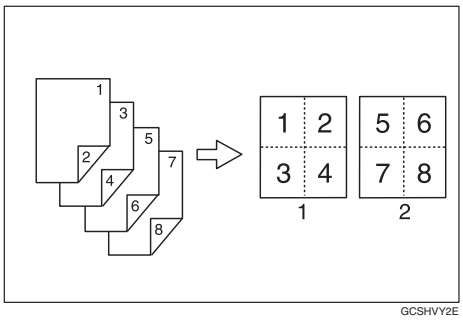


1 Front
2 Back

❖ **2 Sided 2 Pages → Combine 2 Sided 1 Page**
See p.59 “Two-Sided Combine”.



❖ **2 Sided 4 Pages → Combine 2 Sided 1 Page**
See p.59 “Two-Sided Combine”.

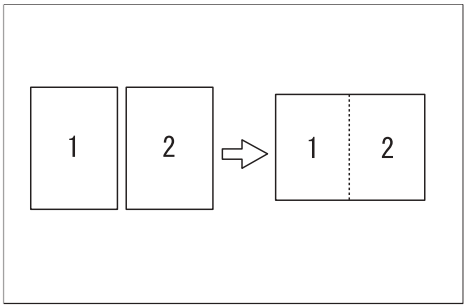


1 Front
2 Back

Combining Multiple Pages onto a Single Page

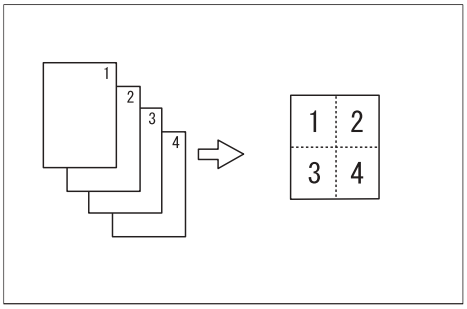
See p.56 “One-Sided Combine”.

❖ 1 Sided 2 Pages → Combine 1 Sided 1 Page



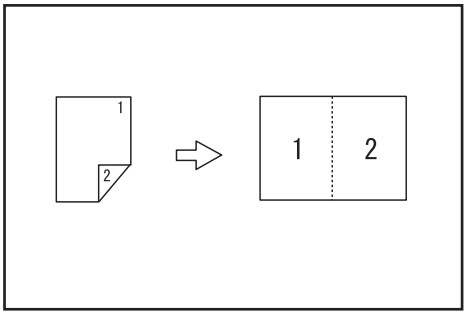
GCSHVY7J

❖ 1 Sided 4 Pages → Combine 1 Sided 1 Page



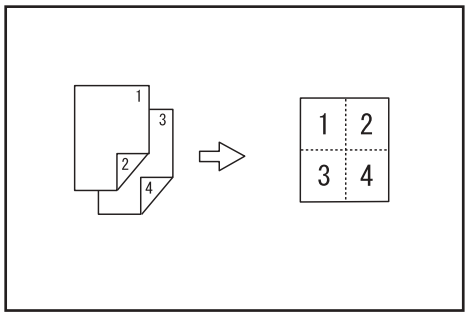
GCSHVY8J

❖ 2 Sided 1 Page → Combine 1 Sided 1 Page



GCSHVYOJ

❖ **2 Sided 2 Pages → Combine 1 Sided 1 Page**

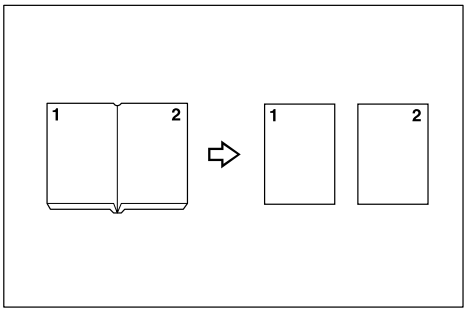


GCSHVYBJ

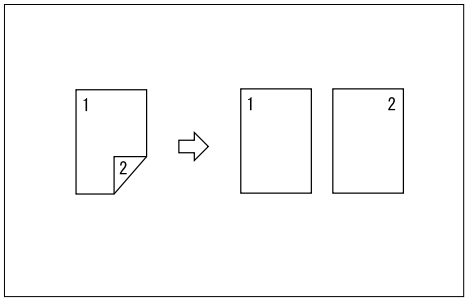
Copying Originals Such as Books

See p.62 “Series Copies”.

❖ **Bound Originals → 1 Sided 2 Pages**



❖ **2 Sided 1 Page → 1 Sided 2 Pages**



Copying onto an Envelope

❖ **Envelope**

See p.29 “When copying onto envelopes”.

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Notice

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

The color samples in this manual may differ slightly from the colors of actual copies.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

How to Read This Manual

Note

❒ For proper use of this product, be sure to read About This Machine first.

❒ Supplementary information about the copier mode is described in "Supplementary Information".

Reference

See p.66 "Supplementary Information".

Symbols

This manual uses the following symbols:

⚠ ***WARNING:***

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

⚠ ***CAUTION:***

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

【 】

Indicates the names of keys on the machine's control panel.

Names of Major Options

Major options of this machine are referred to as follows in this manual:

- Auto Document Feeder→ADF
- Auto Document Feeder capable of scanning both sides of a sheet→ARDF

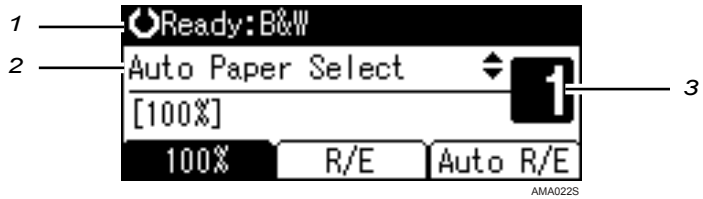
Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options. See the table below.

Function / Option	Duplex Unit	Function Upgrade Option	Lower Paper Tray or Lower Paper Trays	ARDF
Duplex (B&W)	Required	-	-	-
Duplex (Color)	Required	Required	-	-
2 Sided→Duplex	Required	-	-	Required
1 Sided→2 Sided Combine/Series (B&W)	Required	-	-	-
1 Sided→2 Sided Combine/Series (Color)	Required	Required	-	-
2 Sided→1 Sided Combine/Series (B&W)	-	-	-	Required
2 Sided→1 Sided Combine/Series (Color)	-	Required	-	Required
2 Sided→2 Sided Combine/Series (B&W)	Required	-	-	Required
2 Sided→2 Sided Combine/Series (Color)	Required	Required	-	Required
Sort (B&W)	-	-	-	-
Sort (Color)	-	Required	-	-
Rotate sort	-	-	Required	-

Display

❖ **Initial copy screen**

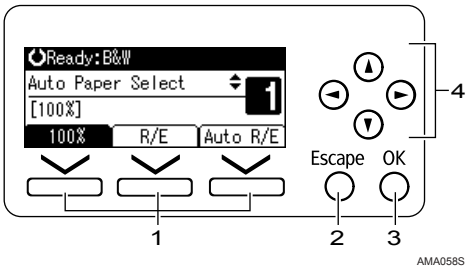


1. **Operational status or messages.**

2. **Messages and the selected tray appear here. Currently selected items appear in brackets.**

3. **Number of copies set.**

Reading the Display and Using Keys



1. Selection keys

Correspond to items at the bottom line on the display.

Example: initial copy display

- When the instruction "press **【100%】**" appears in this manual, press the left selection key.
- When the instruction "press **【R/E】**" appears in this manual, press the center selection key.
- When the instruction "press **【Auto R/E】**" appears in this manual, press the right selection key.

2. 【Escape】key

Press to cancel an operation or return to the previous display.

3. 【OK】key

Press to set a selected item or entered numeric value.

4. Scroll keys

Press to move the cursor to each direction one by one.

When **【▲】【▼】【►】**, or **【◄】** key appears in this manual, press the scroll key of the same direction.

User Tools Menu (Copier Features)

This section describes items you can set in the copier feature.Copier feature screen can be displayed by pressing the **【User Tools/Counter】** key. For details about how to set up these items, see General Settings Guide.

❖ Copier Features 1

Item	Description
APS/ Auto R/E Priority	You can select **[Auto Paper Select Priority]** (APS Priority) or **[Auto R/E Priority]** (Auto Reduce/Enlarge Priority).
Auto Tray Switching	If you load same size paper in two or more trays, the machine automatically shifts to the other tray using image rotation when the first tray runs out of paper (if **[On]** is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
Original Type Setting	You can adjust copy finish quality level according to original type. You can choose these functions after selecting original type (Text/Photo) and color mode (Full Color/B&W).

❖ Copier Features 2

Item	Description
Duplex Mode Priority	You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.
Orientation	You can select the original orientation when making Duplex, Combine, and Series copies.
Max. Number of Sets	The maximum copy quantity can be set between 1 and 99 using number keys.

❖ Copier Features 3

Item	Description
Original Count Display	You can set to display the count of originals and copying pages on the display when **[On]** is selected.
Color Mode Priority	You can select to prioritize "Full Color", or "Black & White" when the machine is turned on, reset, or modes are cleared.
Reproduction Ratio	Specify 9 ratios for "Reduce or Enlarge" to be indicated upon pressing **[R/E]**.

❖ Copier Features 4

Item	Description
Preset R/E Priority	You can set the ratio with priority when **[R/E]** is selected.
Duplex Margin	You can specify left margin on the back side of copies, and top margin on the back side.
Rotate Sort	Specify whether or not to select rotating sort when **【Sort】** key is pressed.

❖ Copier Features 5

Item	Description
Rotate Sort:Auto Continue	You can continue copying when paper of the required orientation has run out during rotate-sorting.
Letterhead Setting	If you select **[On]** for this function, the machine rotates images correctly.
ADS Background	You can adjust density of the Auto Image Density. It is set up so that the background is skipped copying. Select **[Full Color 1(Text)][Black&White 1(Text)]** on **[Original Type Setting]** to enable the Auto Image Density.

❖ Copier Features 6

Item	Description
Menu Protect	You can prevent unauthenticated users from changing the user tools settings.

1. Placing Originals

This chapter describes the types of originals you can set and how to place originals.

Originals

This section describes the types of originals that can be placed, paper sizes that are automatically detected, and missing image area.

Note

❒ As the color of markers or highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals for the ADF or ARDF.

❖ **Metric version**

Where original is placed	Original size	Original weight
Exposure glass	Up to A3	--
ADF or ARDF	One-sided originals: A3 – A5	ADF: 52-105g/m^2 ARDF: 40-128g/m^2
	Two-sided originals: *1 A3 – A5	64–105 g/m^2 *1

❖ **Inch version**

Where original is placed	Original size	Original weight
Exposure glass	Up to 11″ × 17″	--
ADF or ARDF	One-sided originals: 11″ × 17″ – $5^1/_2$″ × $8^1/_2$″	ADF: 14-28 lb. ARDF: 10-34 lb.
	Two-sided originals *1 : 11″ × 17″ – $5^1/_2$″ × $8^1/_2$″	17–28 lb. *1

*1 The optional ARDF is required.

Note

❒ About 30 originals can be placed in the ADF.

❒ About 50 originals can be placed in the ARDF.

Non-compatible originals for the ADF or ARDF

Placing the following types of originals in the ADF or ARDF can cause paper misfeeds or light & black lines or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in "Sizes and Weights of Recommended Originals".
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are still wet with ink or white-out.

Note

❒ The original might become dirty if it is written with a pencil or a similar tool.

Sizes Detectable by the Auto Paper Select

Sizes detectable by the exposure glass , ADF and ARDF are:

❖ Metric version

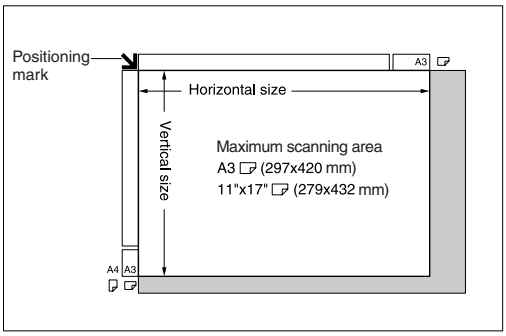
Size / Location of the original	A3	B4 JIS *1	A4	B5 JIS *1	B5 JIS *1	A5	8 1/2″ × 13″
Exposure glass	○	○	○	×	○	× *2	○
ADF or ARDF	○	○	○	○	○	○	○

*1 JIS: Japanese Industrial Standard
*2 If you want to make A5 paper detectable, contact your service representative.

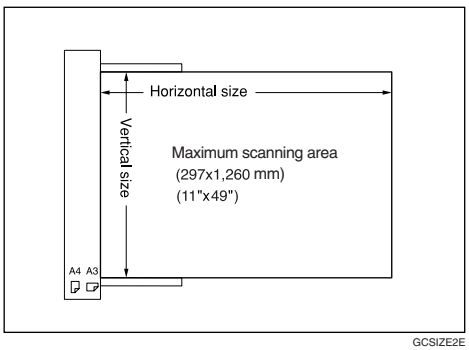
❖ Inch version

Size / Location of the original	11″ × 17″	8 1/2″ × 14″	8″ × 13″	8 1/2″ × 11″	5 1/2″ × 8 1/2″
Exposure glass	○	○	×	○	×
ADF or ARDF	○	○	○	○	○

❖ Exposur glass



❖ ADF or ARDF



Note

❒ When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly.

Reference

See p.16 “When Selecting the Bypass Tray or One-Sheet Bypass Tray”.

Sizes difficult to detect

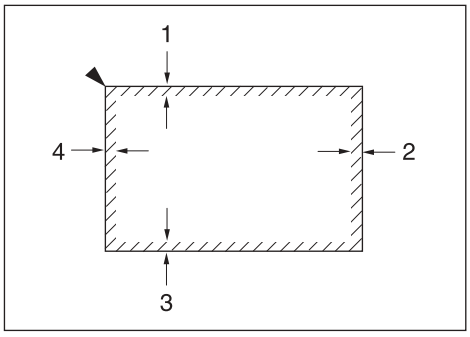
It is difficult for the machine to detect the sizes of the following originals. Even if Auto Paper Select is set, the correct papers size may not be selected, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

Even if you correctly place originals in the ADF or ARDF, or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.

❖ **missing original area**



① 0.5 to 4 mm (0.1 to 0.2 inch) *1

② 0.5 to 6 mm (0.1 to 0.3 inch)

③ 0.5 to 4 mm (0.1 to 0.2 inch) *1

④ 1.5 to 5 mm (0.1 to 0.2 inch)

*1 The margins will be 3 to 7 mm (0.2 to 0.3 inch) when using one-sheet bypass tray.

Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF or ARDF.

Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

Note

❒ For original sizes you can set, see “Originals”.

Reference

See p.7 “Originals”.

Original Orientation

You can set the original orientation in the following ways. When placing the original on the exposure glass, set it facing downwards.

Placing Originals on the Exposure Glass

Place originals on the exposure glass.

Important

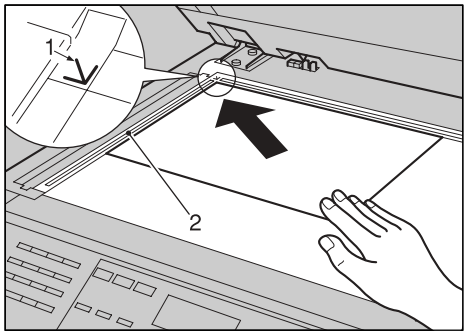
❒ Do not lift the exposure glass cover, ADF or ARDF forcefully. Otherwise, the cover of the ADF or ARDF might open or be damaged.

1 Lift the exposure glass cover, ADF or ARDF

Be sure to lift the exposure glass cover, ADF or ARDF by more than 30 degrees. Otherwise, the size of the original might not be detected correctly.

2 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

Start with the first page to be copied.



AMA059S

① Positioning mark
② Left scale

3 Lower the exposure glass cover, ADF or ARDF

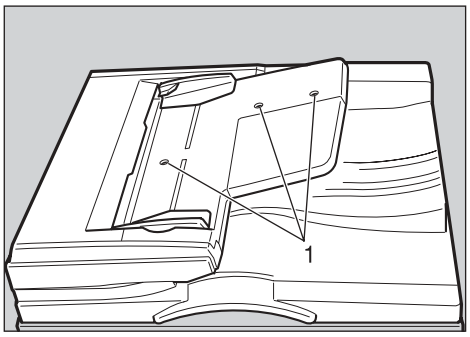
Placing Originals in the ADF or ARDF

Place originals in the ADF or ARDF.

Setting should be made when placing custom size originals.

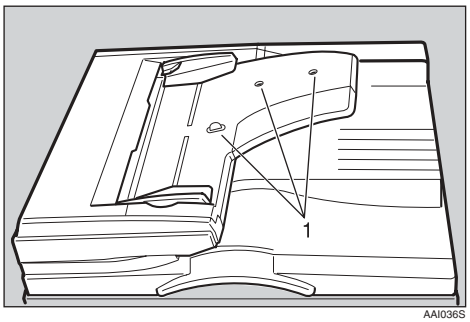
❖ **When placing custom size originals:**
See p.15 “Custom sizes”.

❖ **ARDF**



ZAAH280E

❖ ADF



① Sensors

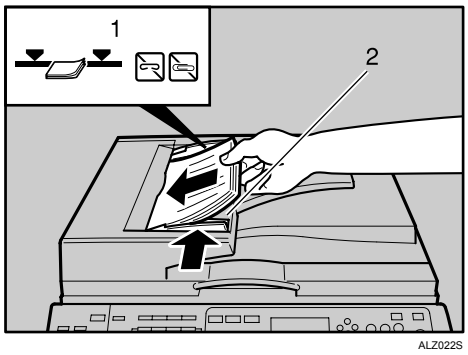
1 Adjust the guide to the original size.

2 Set the aligned originals face up into the ADF or ARDF.

Do not stack originals beyond the limit mark.

The last page should be on the bottom.

Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the scanned image incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.



① Limit mark

② Document guide

Note

❒ Straighten curls in the originals before placing them on the ADF or ARDF.

❒ To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF or ARDF.

❒ Set the original squarely.

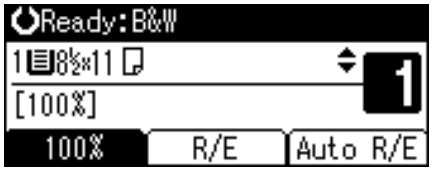
When Selecting a Paper Tray

You can select either Regular or Custom for the size of the original.

1

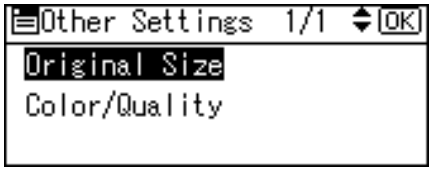
Regular sizes

1 **Select the paper tray using [▲] or [▼] keys.**

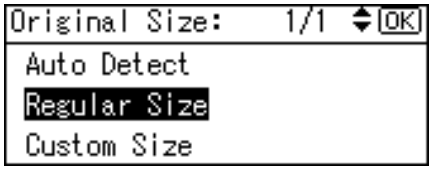


2 **Press the [#] key.**

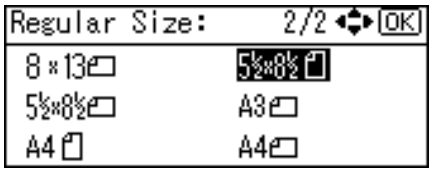
3 **Select [Original Size] using [▲] or [▼], and then press the [OK] key.**



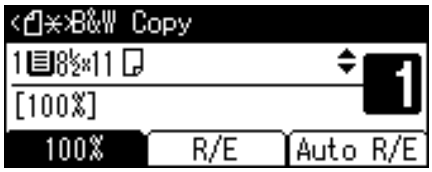
4 **Select [Regular Size] using [▲] or [▼], and then press the [OK] key.**



5 **Select the original size using the scroll keys, and then press the [OK] key.**



6 **Place the originals, and then press the [Start] key.**



Note

❒ This function is not available in Auto Paper Select mode.

❒ To cancel the size you have set, press the [Clear Modes] key.

Custom sizes

Important

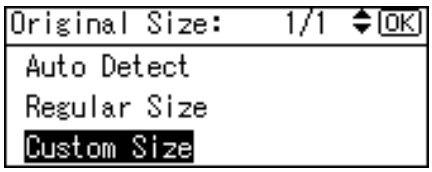
❒ Paper that has a vertical length of 105–297 mm (4.2″-11.6″) and a horizontal length of 128-1,260 mm (5.1″-49.6″) can be placed with this function.

1 **Select the paper tray using [▲] or [▼] keys.**

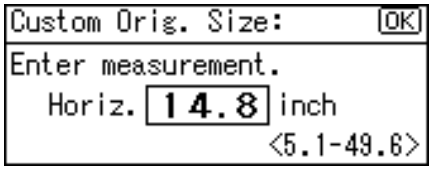
2 **Press the [#] key.**

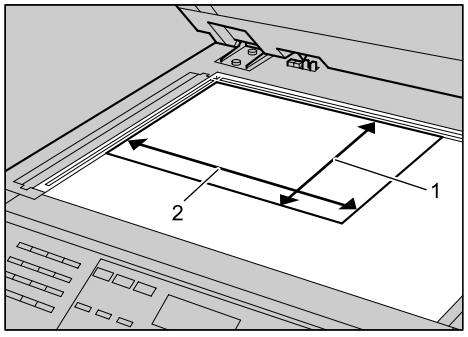
3 **Select [Original Size] using [▲] or [▼], and then press the the [OK] key.**

4 **Select [Custom Size] using [▲] or [▼], and then press the [OK] key.**



5 **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the [OK] key.**



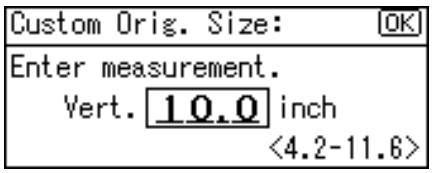


ALZ054S

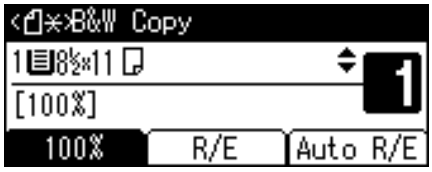
① Vertical size

② Horizontal size

6 **Enter the vertical size of the original (Vert.) with the number keys, and then press the [OK] key.**



7 **Place the originals, and then press the【Start】key.**



Note

❒ This function is not available in Auto Paper Select mode.

❒ If you make a mistake, press the【Clear/Stop】key, and then enter the value again.

❒ To cancel the size you have set, press the【Clear Modes】key.

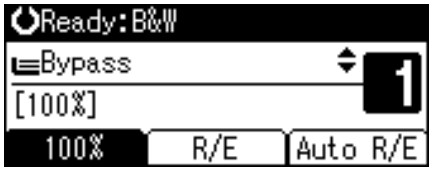
When Selecting the Bypass Tray or One-Sheet Bypass Tray

You can select either Regular or Custom for the size of the original.

Regular sizes

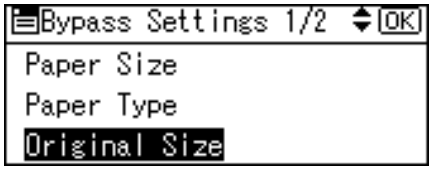
Select the size of the originals from the regular sizes.

1 **Select the bypass tray or the one-sheet bypass tray using【▲】or【▼】keys.**

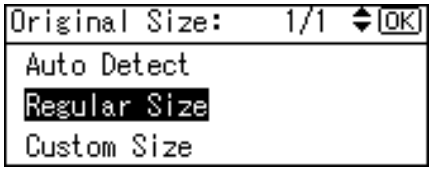


2 **Press the【#】key.**

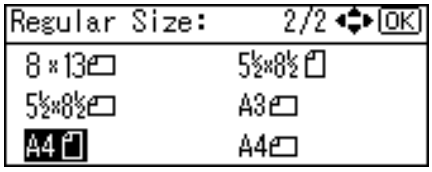
3 **Select [Original Size] using【▲】or【▼】, and then press the【OK】key.**



4 **Select [Regular Size] using【▲】or【▼】, and then press the【OK】key.**



5 **Select the original size using the scroll keys, and then press the [OK] key.**



6 **Place the originals, and then press the [Start] key.**

Note

❒ This function is not available in Auto Paper Select mode.

❒ To cancel the size you have set, press the **[Clear Modes]** key.

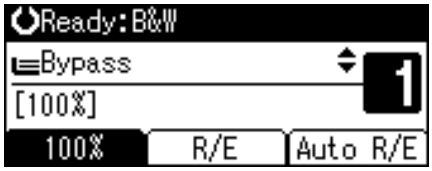
Custom sizes

When placing custom size originals in the ADF or ARDF, specify the size of the originals.

Important

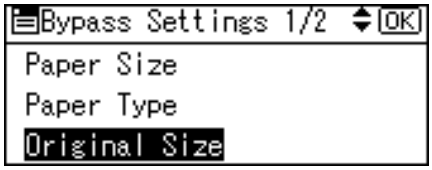
❒ Paper that has a vertical length of 105–297 mm (4.2″-11.6″) and a horizontal length of 128-1,260 mm (5.1″-49.6″) can be placed with this function.

1 **Select the bypass tray or the one-sheet bypass tray using [▲] or [▼] keys.**

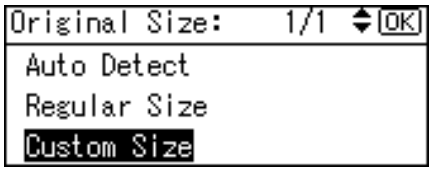


2 **Press the [#] key.**

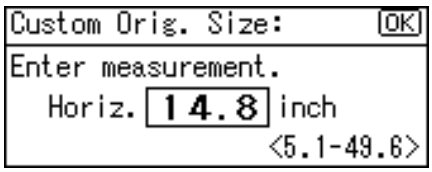
3 **Select [Original Size] using [▲] or [▼], and then press the [OK] key.**



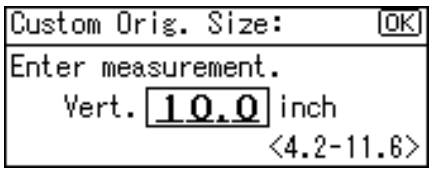
4 **Select [Custom Size] using [▲] or [▼], and then press the [OK] key.**



5 **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the【OK】key.**



6 **Enter the vertical size of the original (Vert.) with the number keys, and then press the【OK】key.**



7 **Place the originals, and then press the【Start】key.**

Note

❒ This function is not available in Auto Paper Select mode.

❒ If you make a mistake, press the【Clear/Stop】key, and then enter the value again.

❒ To cancel the size you have set, press the【Clear Modes】key.

This chapter describes the procedure for making copies in various modes.

Basic Procedure

Important

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. See "Authentication Information", General Settings Guide.
- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and user password so that the machine accepts copy jobs. Ask the user administrator for the login user name and login password. For details, see "When the Authentication Screen is Displayed", About This Machine.

1 Make sure "Ready" appears on the screen.

If any other function is displayed, press the 【Copy】 key in the center of the control panel.

❖ **Initial copy screen**

2 Make sure no previous settings remain.

When there are previous settings remaining, press the 【Clear Modes】 key and enter the setting again.

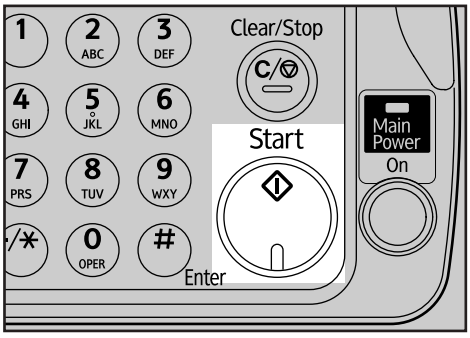
3 Place your originals.

4 Make desired settings.

5 Enter the number of copies using the number keys.

The maximum copy quantity that can be set is 99.

6 Press the【Start】key.



The machine starts copying.

When placing originals on the exposure glass, press the【#】key after all originals are scanned.

Copies are delivered face down.

Note

- ❒ Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- ❒ To stop the machine during a multicopy run, press the【Clear/Stop】key.
- ❒ To return the machine to the initial condition after copying, press the【Clear Modes】key.
- ❒ When clearing entered values, press the【Clear/Stop】key.

Reference

See “When the Authentication Screen is Displayed”, About This Machine.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards and copy paper that cannot be loaded in the paper trays.

Important

❒ Paper has a vertical length of 90-305 mm (3.6-12 inch) and a horizontal length of 148-457.2 mm (5.9-18 inch) can be copied from the bypass tray.

❒ The machine can detect the following sizes as regular size copy paper:

- Metric version
  A3□, A4□, A5□, 8″ × 13″□
- Inch version
  11″ × 17″□, $8^1/_2$″ × 11″□, $5^1/_2$″ × $8^1/_2$″□
  If you want to use the size of paper other than the above, be sure to specify the size.

❒ When paper larger than 433 mm (17.1 inch) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

Reference

See “Copy Paper”, About This Machine.

Using the Bypass Tray

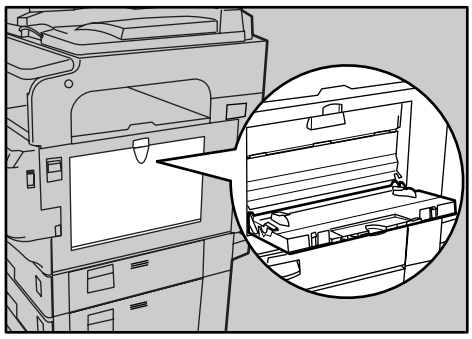
Use the bypass tray to copy onto OHP transparencies, thick paper, envelopes and copy paper that cannot be loaded in the paper trays.

Important

❒ When copying on OHP transparencies or paper heavier than 104.7 g/m^2 (about 28 lb.) you need to specify the type and size of paper.

❒ The maximum number of sheets you can load into the bypass tray depend on paper type. The number should not exceed the upper limit.

1 Open the bypass tray.



ALZ037S

2

2 **Lift the release lever.**

ALZ038S

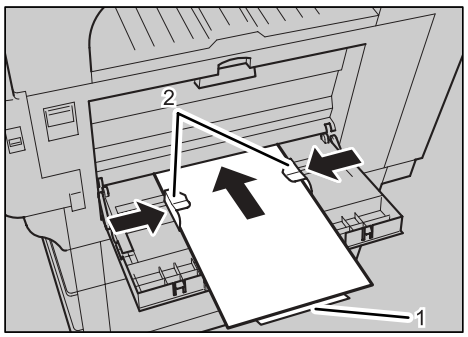
3 **Insert the paper face-up, and then align the paper guide to the paper size.**

If the guide is not flush against the copy paper, images might be skewed or paper misfeeds might occur.

Do not stack paper over the upper limit mark, otherwise, images might be skewed or paper misfeeds might occur.

Swing out the extender to support paper sizes larger than A4□ or $8^1/_2$" × 11"□.

Fan paper to get air between the sheets and avoid a multi-sheet feed.

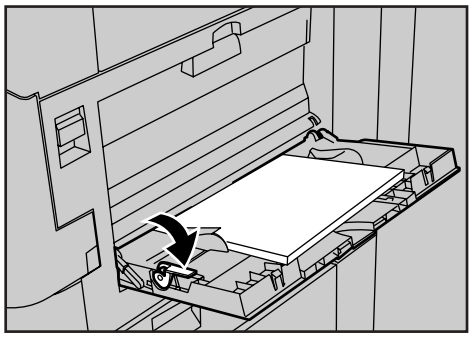


ALZ024S

① Extender

② Paper guide

4 **Lower the release lever.**



ALZ039S

5 **Select the size and type of the paper.**

6 **Place the originals, and then press the【Start】key.**

7 **When the copy job is finished, press the【Clear Modes】key to clear the settings.**

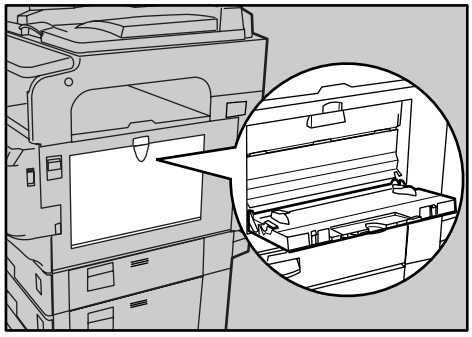
Using the One-Sheet Bypass Tray

You can use the one-sheet bypass tray to load OHP transparencies as well as paper that can be loaded in the paper trays.

Important

- ❒ When copying from the one-sheet bypass tray, remove copied sheets one by one.
- ❒ When copying on OHP transparencies or paper heavier than 104.7 g/m^2 (about 28 lb.), you need to specify the type and size of paper.

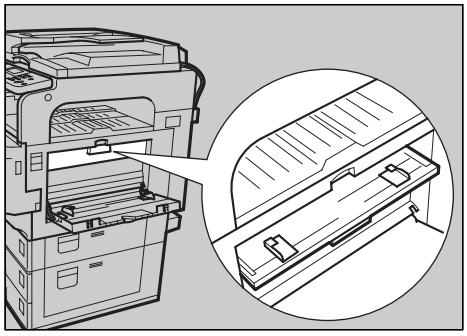
1 **Open the bypass tray.**



ALZ037S

2 **Open the one-sheet bypass tray.**

Do not open one-sheet bypass tray while the machine is in operation.



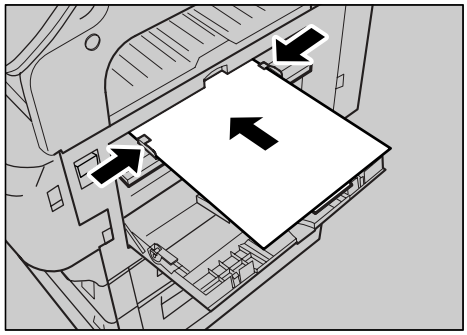
ALZ030S

3 **Open the one-sheet output tray.**

ALZ040S

Do not open the one-sheet output tray while the machine is in operation.

4 **Insert the paper face-up, and then align the paper guide to the paper size.**



ALZ044S

5 **Select the size and type of the paper.**

6 **Place the originals, and then press the【Start】key.**

7 **Remove the paper from the one-sheet output tray.**

```
Remove paper from
the 1-Sheet Output Tray.
```

8 **When your copy job is finished, close the one-sheet bypass tray and the one-sheet output tray.**

When the trays are closed, the settings are cleared.

```
To continue, set paper in
1-Sheet Bypass. Close
1-Sheet Bypass/Output
to end job.
```

Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray or one-sheet bypass tray.

1 Select the bypass tray or the one-sheet bypass tray using 【▲】 or 【▼】 keys.

2 Open the bypass tray or one-sheet bypass tray.

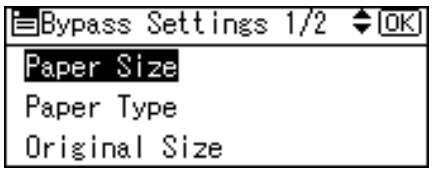
When using the bypass tray, lift the release lever.

When using the one-sheet bypass tray, open the one-sheet output tray.

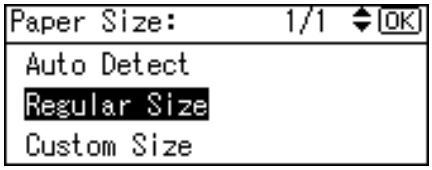
3 Place your originals.

4 Press the 【#】 key.

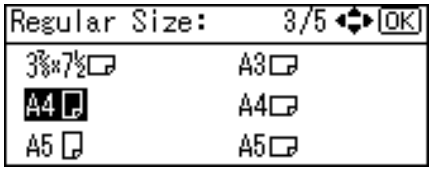
5 Select [Paper Size] using 【▲】 or 【▼】, and then press the 【OK】 key.



6 Select [Regular Size] using 【▲】 or 【▼】, and then press the 【OK】 key.



7 Select the paper size using the scroll keys, and then press the 【OK】 key.



Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray or one-sheet bypass tray.

1 Select the bypass tray or the one-sheet bypass tray using 【▲】 or 【▼】 keys.

2 Open the bypass tray or one-sheet bypass tray.

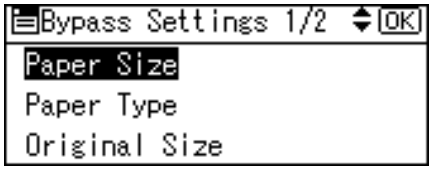
When using the bypass tray, lift the release lever.

When using the one-sheet bypass tray, open the one-sheet output tray.

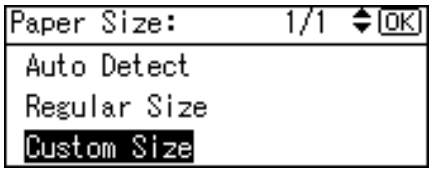
3 **Place your originals.**

4 **Press the [#] key.**

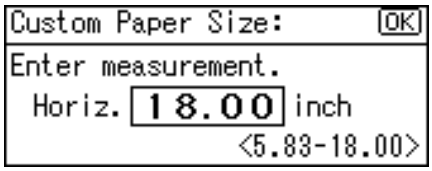
5 **Select [Paper Size] using [▲] or [▼], and then press the [OK] key.**



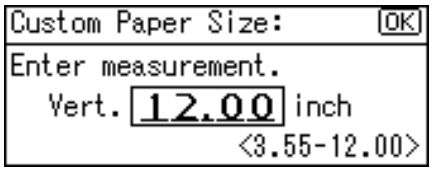
6 **Select [Custom Size] using [▲] or [▼], and then press the [OK] key.**



7 **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the [OK] key.**



8 **Enter the vertical size of the original (Vert.) with the number keys, and then press the [OK] key.**



When copying onto OHP transparencies

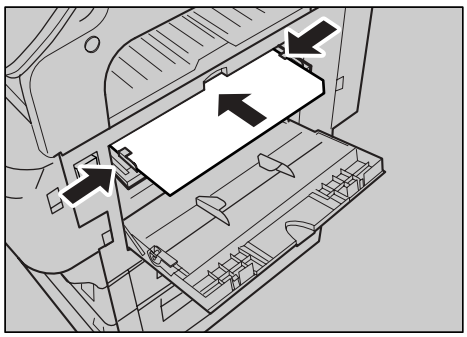
When copying onto OHP transparencies, use the one-sheet tray and select the type and size of paper.

Important

- ❒ OHP transparencies are available only in Color modes.
- ❒ OHP transparencies must be loaded face up in the tray with the notched corner of the sheet in the appropriate corner of the tray.
- ❒ Remove copied sheets one by one.
- ❒ When OHP (Transparency) is selected for the paper type, the paper size you can copy is restricted to A4 or $8^1/_2$″ × 11″.

1. **Open the bypass tray.**
2. **Open the one-sheet bypass tray.**
3. **Open the one-sheet output tray.**
4. **Insert an OHP transparency face-up, and then align the paper guide to the paper size.**

   Be sure to load OHP transparencies in the orientation .



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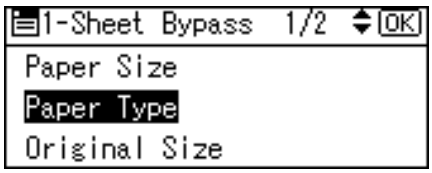
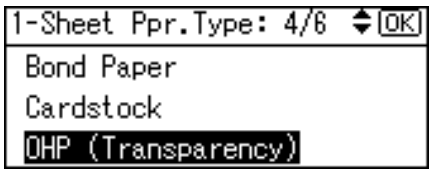
5. **Press the [#] key.**
6. **Select [Paper Type] using [▲] or [▼], and then press the [OK] key.**



7. **Select [OHP (Transparency)] using [▲] or [▼], and then press the [OK] key.**



8. **Select the paper size.**
9. **Place the originals, and then press the [Start] key.**
10. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

Note

❒ For OHP transparencies, print speed is slower when compared to printing on plain paper.

When copying onto thick paper

When copying onto thick paper, select the paper type.

To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

2

1 Select the bypass tray or the one-sheet bypass tray using [▲] or [▼] keys.

2 Open the bypass tray or one-sheet bypass tray.

When using the bypass tray, lift the release lever.

When using the one-sheet bypass tray, open the one-sheet output tray.

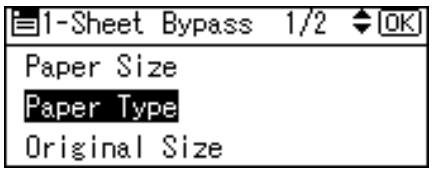
3 Insert the paper face-up, and then align the paper guide to the paper size.

When using the bypass tray, lower the release lever.

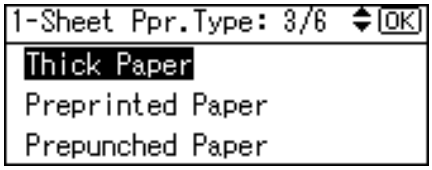
When using the one-sheet bypass tray, select the paper size.

4 Press the [#] key.

5 Select [Paper Type] using [▲] or [▼], and then press the [OK] key.



6 Select [Thick Paper] using [▲] or [▼], and then press the [OK] key.



7 Place the originals, and then press the [Start] key.

8 When the copy job is finished, press the [Clear Modes] key to clear the settings.

Note

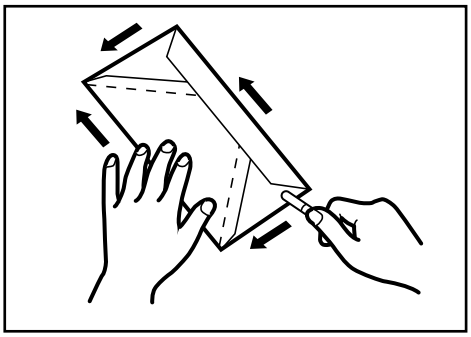
❒ For thick paper, print speed is slower when compared to printing on plain paper.

When copying onto envelopes

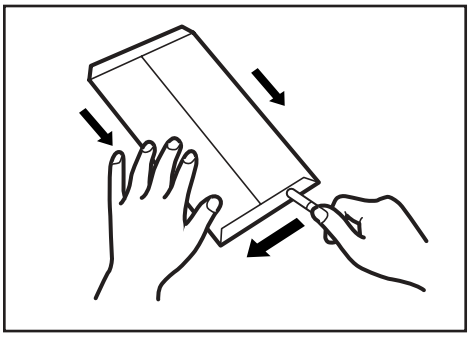
When copying onto envelopes, select the paper type.

Important

❒ Before loading envelopes, use a pen or similar to flatten their edges.



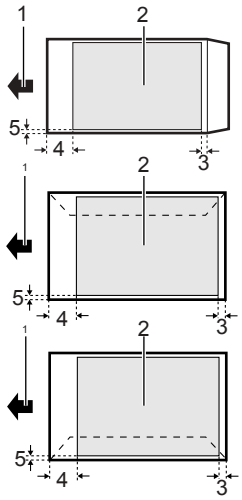
ALZ050S



ALZ051S

❖ Printable area

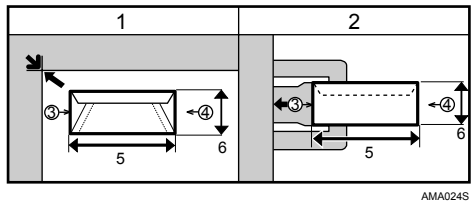
The following areas of envelopes can be printed on:



① Feeding direction
② Printable area
③ 8 mm (0.4 inch)
④ 38 mm (1.5 inch)
⑤ 5 mm (0.2 inch)

❖ Orientation of Originals and Envelopes

Originals and envelopes must be placed in the following orientation.
To minimize waste and time, check that originals and envelopes are loaded in the correct orientation.



The illustration shows the correct orientation of originals and envelopes.

① Original
② Envelope
③ Top
④ Bottom
⑤ Horizontal size
⑥ Vertical size

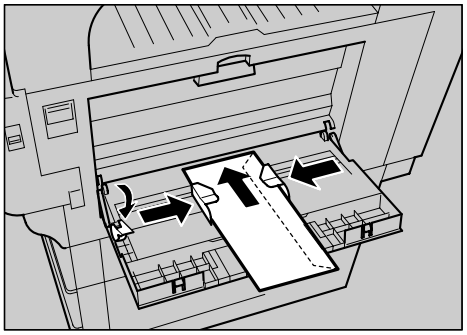
1 Select the bypass tray or the one-sheet bypass tray using [▲] or [▼] keys.

2 Open the bypass tray or one-sheet bypass tray.

When using the bypass tray, lift the release lever.

When using the one-sheet bypass tray, open the one-sheet output tray.

3 Insert the envelope face-up, and then align the paper guide to the paper size.

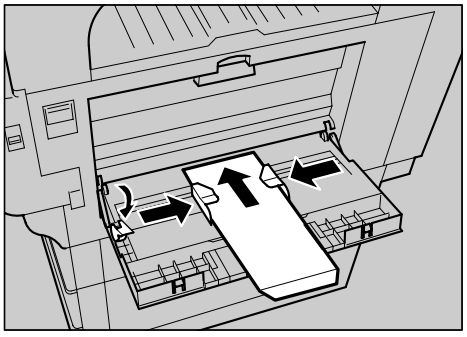


AMA041S

When using the bypass tray, lower the release lever.

When using the one-sheet bypass tray, select the paper size.

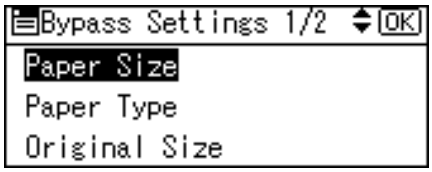
When copying on an envelope that has the flap on the short edge, be sure to unfold the flaps and position them opposite to the paper feed direction.



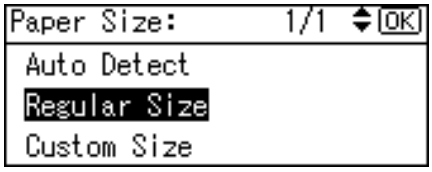
ALZ042S

4 Press the [#] key.

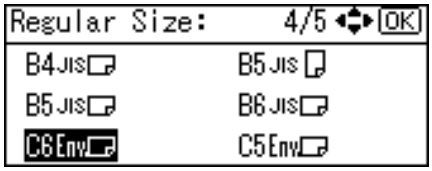
5 Select [Paper Size] using [▲] or [▼], and then press the [OK] key.



6 Select [Regular Size] using 【▲】 or 【▼】, and then press the 【OK】 key.

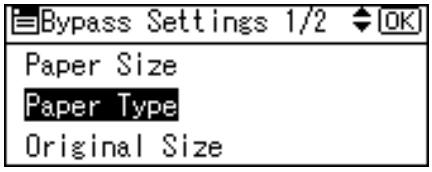


7 Select the envelope size ([C6 Env.], [C5 Env.], or [DL Env.]) using 【▲】 or 【▼】, and then press the 【OK】 key.

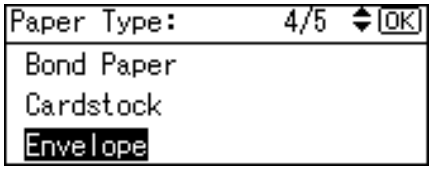


8 Press the 【#】 key.

9 Select [Paper Type] using 【▲】 or 【▼】, and then press the 【OK】 key.

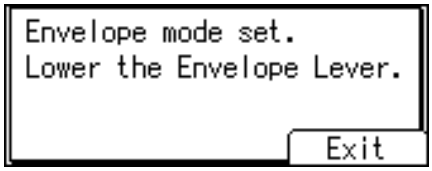


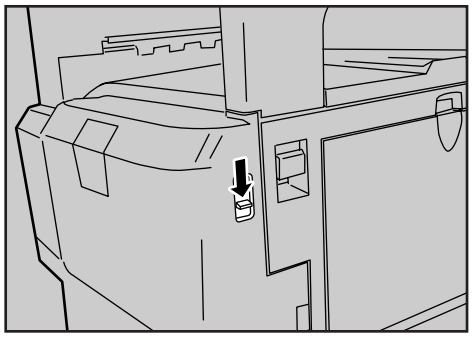
10 Select [Envelope] using 【▲】 or 【▼】, and then press the 【OK】 key.



11 Lower the envelope lever, and then press [Exit].

Do not lower the envelope lever while the machine is in operation.





ALZ041S

12 Place the original, and then press the 【Start】 key.

13 When the copy job is finished, press the 【Clear Modes】 key to clear the settings.

14 Lift the envelope lever.

Note

❒ When copying on an envelope that has the flap on the short edge, select **[Custom Size]** in step 6, enter the horizontal size (Horiz.) and the vertical size (Vert.) of the original. Do not add the length of the flap.

Color Functions

Selecting a Color Mode

Select a color (or colors) that suits your originals and copying requirements.

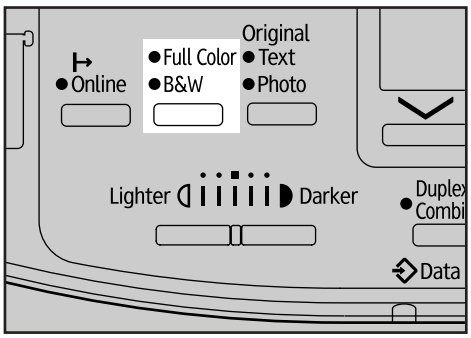
For color images, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

The following two color modes are available.

❖ **Full Color Copy**
Copies by overlaying yellow, magenta, cyan and black.

❖ **Black/White Copy**
Copies in black regardless of the color of the original.

1 Press the【Full Color/B&W】key to select the desired color mode.



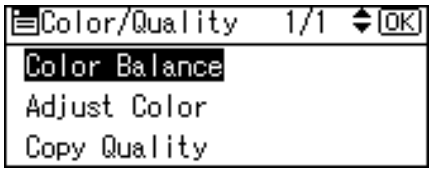
Reference
See p.iii "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Color Balance

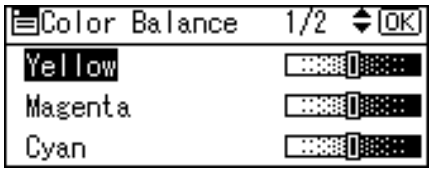
Adjusts the overall color tone when the overall copy is reddish or bluish.

1. **Press the 【#】 key.**

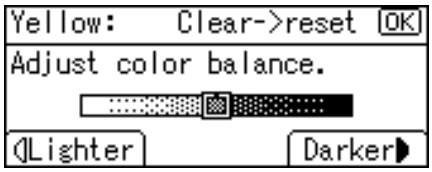
2. **Select [Color Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3. **Select the color you want to adjust using 【▲】 or 【▼】, and then press the 【OK】 key.**



4. **Adjust the color balance by pressing [Lighter] or [Darker], and then press the 【OK】 key.**



5. **Press the 【Escape】 key.**

Note

- ❒ When you press the 【Clear/Stop】 key in step 4, the entire color settings are canceled and the initial settings are restored.
- ❒ The adjusted settings will be deleted and the initial values will be restored, when Auto Clear has been performed, when the 【Clear Modes】 key has been pressed or when the power has been turned off.
- ❒ For types and examples of the image adjustment functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

See p.iii "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Color Balance Program

You can also store the color balance setting as a color balance program and recall it when you want to use it.

You can store up to three programs.

Note

❒ If you want to change the registered settings, register them one more time. In this case, the previously registered contents will be changed.

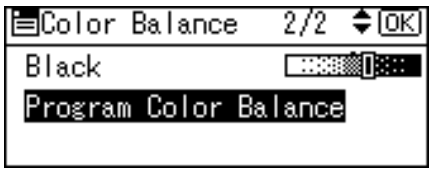
Storing the adjusted color balance

Register adjusted color balance settings so that you can use them later.

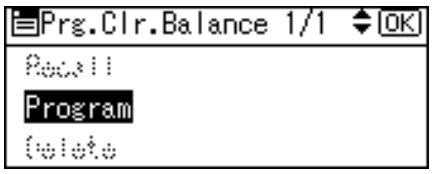
1 **Change the color balance.**

For details about how to adjust the color balance, see "Color Balance".

2 **Select [Program Color Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

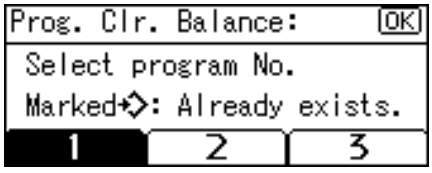


3 **Select [Program] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Select a program number (【1】-【3】) for this setting, and then press the 【OK】 key.**

The color balance setting will be registered in the selected number.



Note

❒ If you select the program number key where the ⇨ is displayed in **4** and select **[Yes]**, the previously registered settings will change (will be overwritten).

Reference

See p.iii “What You Can Do with This Machine <Color Functions/Color Adjustments>”.

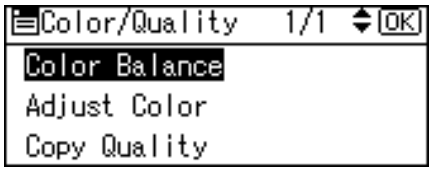
See p.35 “Color Balance”.

Copying with the registered settings

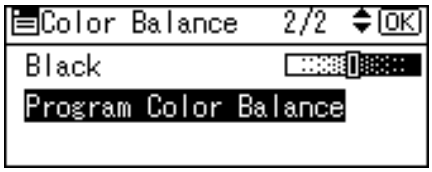
Recalls and copies contents stored in color balance programs.

1 **Press the 【#】 key.**

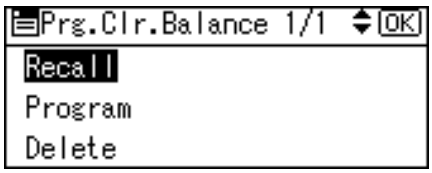
2 **Select [Color Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3 **Select [Program Color Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Select [Recall] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select the program number you want to recall, and then press the 【OK】 key.**

6 **Place the original, and then press the 【Start】 key.**

Note

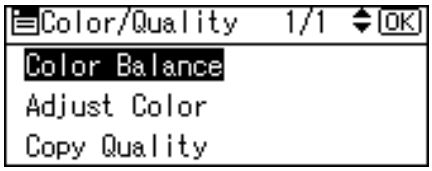
❒ After copying has been completed, pressing the 【Clear Modes】 key deletes the recalled contents.

Deleting the registered settings

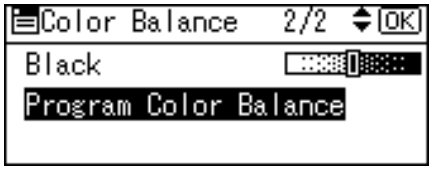
Deletes contents stored in color balance programs.

1. **Press the [#] key.**

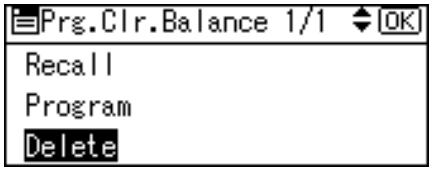
2. **Select [Color Balance] using [▲] or [▼], and then press the [OK] key.**



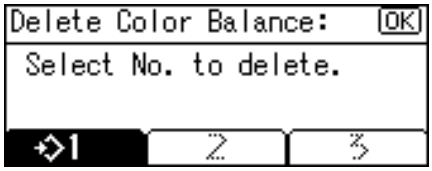
3. **Select [Program Color Balance] using [▲] or [▼], and then press the [OK] key.**



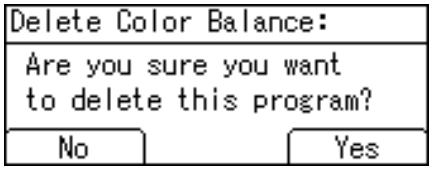
4. **Select [Delete] using [▲] or [▼], and then press the [OK] key.**



5. **Select the program number you want to delete, and then press the [OK] key.**



6. **Press [Yes].**



Color Adjustment

Adjusts the specific colors (yellow, red, magenta, blue, cyan and green) by mixing them with adjacent colors in the color circle.

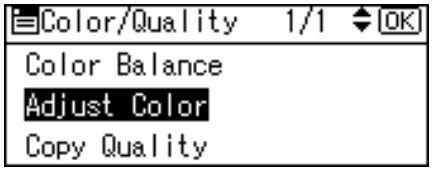
For types and examples of the image adjustment functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

You can adjust up to three colors from yellow, red, magenta, blue, cyan, or green.

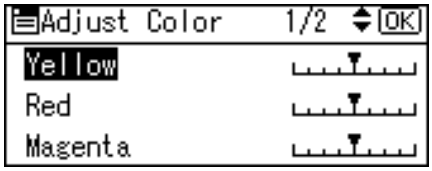
This function is not available if Black/White Copy is selected.

1 **Press the 【#】 key.**

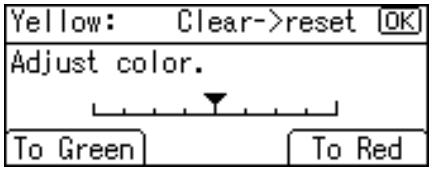
2 **Select [Adjust Color] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3 **Select the color you want to adjust using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Adjust the color using 【◄】 or 【►】, and then press the 【OK】 key.**



5 **Press the 【Escape】 key.**

Note

❒ When you press the 【Clear/Stop】 key in step **4**, the entire color settings are canceled and the initial settings are restored.

❒ The adjusted settings will be deleted and the initial values will be restored, when Auto Clear has been performed, when the 【Clear Modes】 key has been pressed or when the power has been turned off.

❒ For types and examples of the image adjustment functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

See p.iii "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Image Adjustment

The following four types of image adjustments are available.

❖ **Sharp/Soft**
Adjusts the outline of an image.

❖ **Contrast**
Adjusts the shades of an image.

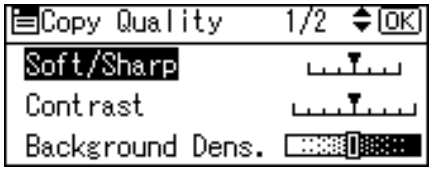
❖ **Background Density**
Adjusts the background density of an image.

❖ **Adjust U.C.R**
Adjusts the amount of black ink to express vividly the black areas in an image.

1 **Press the 【#】 key.**

2 **Select [Copy Quality] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select the item you want to adjust using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Adjusts the settings.**

Note

❒ Sharp/Soft, Contrast, and Background Density can each be adjusted, however, their adjustments can affect the level of other adjustment functions.

❒ The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the 【Clear Modes】 key has been pressed or when the power has been turned off.

❒ For types and examples of the image adjustment functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

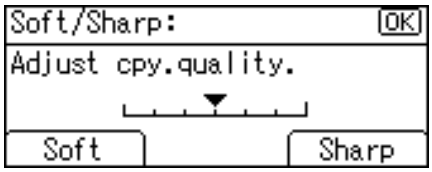
Reference

See p.iii “What You Can Do with This Machine <Color Functions/Color Adjustments>”.

Adjusting the sharpness/softness

Adjusts the outline of an image.

1. **Adjust by pressing [Soft] or [Sharp].**

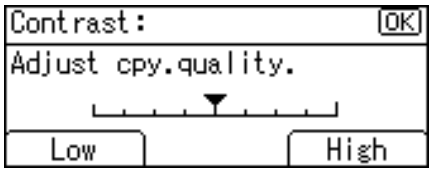


2. **Press the【OK】key.**

Adjusting the Contrast

Adjusts the shades of an image.

1. **Adjust by pressing [Low] or [High].**

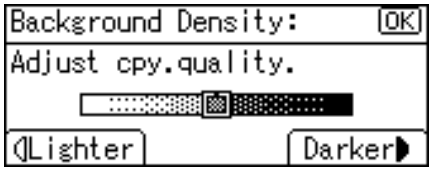


2. **Press the【OK】key.**

Adjusting the background density

Adjusts the background density of an image.

1 **Adjust by pressing [Lighter] or [Darker].**



2 **Press the【OK】key.**

Note

- ❒ Adjustments should be made lightly when copying dark textured originals, such as newspaper or recycled paper.
- ❒ Adjustments should be made darker when darkening the color of markers or highlighters. However, as the color of highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.

Adjusting the U.C.R

Adjusts the amount of black ink to express vividly the black areas in an image.

1 **Adjust by pressing [Lighter] or [Darker].**

2 **Press the【OK】key.**

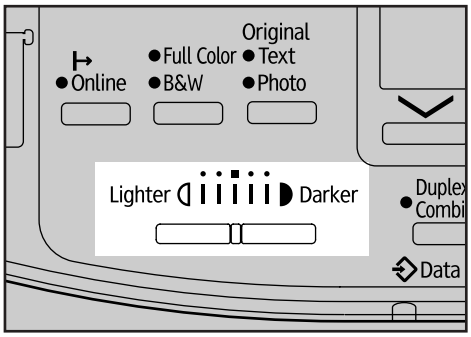
Copy Functions

Adjusting Image Density

You can adjust the image density in five steps.

1 Press the【Lighter】or【Darker】key to adjust the image density.

The density indicator "▯" moves.



Selecting Original Type Setting

Select one of the following 2 types to match your originals:

❖ **Text**

Select this mode when your originals contain only text (no pictures).

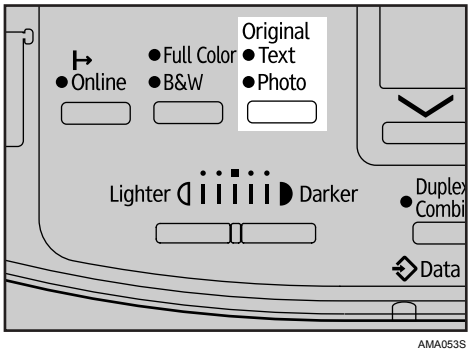
❖ **Photo**

Delicate tones of photographs and pictures can be reproduced with this mode.

- When copying developed photographs
- When copying photographs or pictures that are printed on paper (e.g. magazines)
- When copying copies or originals generated by printers

1 **Press the【Original Type】key to select the original type.**

The indicator of the selected original type goes on.



Note

❒ See "Original Type Setting", General Settings Guide.

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine selects a suitable size of copy paper automatically based on original size and reproduction ratio.

❖ **Manual Paper Select**

Choose the tray containing the paper you wish to copy onto: the paper tray, bypass tray or one-sheet bypass tray.

See the following table for copy paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ **Metric version**

Original location	Original size and orientation
Exposure glass	A3□, B4 JIS□, A4□□, B5 JIS□□, 8 1/2" × 13"□
ADF or ARDF	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 8 1/2" × 13"□

❖ **Inch version**

Original location	Original size and orientation
Exposure glass	11" × 17"□, 10" × 14"□, 10" × 8"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□
ADF or ARDF	11" × 17"□, 8 1/2" × 14"□, 8" × 13"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□

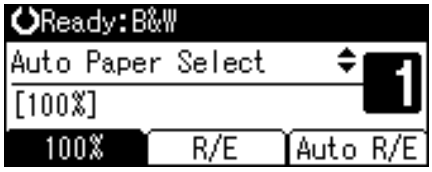
Reference

See p.10 "Sizes difficult to detect".

Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

1 **Make sure that Auto Paper Select is selected.**



Note

❒ If Auto Paper Select is not selected, select **[Auto Paper Select]** by using 【▲】 or 【▼】.

❒ Paper placed in the bypass tray or one-sheet bypass tray will not be selected with Auto Paper Select. Be sure to select the bypass tray or one-sheet bypass tray by using 【▲】 or 【▼】.

Manual Paper Select

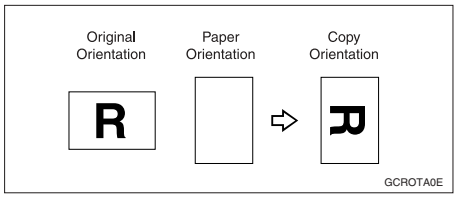
Choose the tray containing the paper you wish to copy onto: the paper tray, the bypass tray or one-sheet bypass tray.

1 **Select the desired tray using 【▲】 or 【▼】.**

The selected tray is displayed.

Note

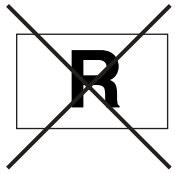
❒ If the orientation in which your original is placed ( ) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper (rotated copy).



❒ This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See "Auto Paper Select" and "Auto Reduce/Enlarge".

❒ The default setting for Auto Tray Switching is On. You cannot use the Rotated Copy function if this setting is changed to Off. See "Auto Tray Switching", General Settings Guide.

❒ You cannot use the Rotated Copy function when enlarging onto A3, B4 JIS or 11″ × 17″, $8^1/_2$″ × 14″ size paper. In this case, place your original in the ▭ orientation.

	Original size and orientation			Copy paper size and orientation	
You cannot rotate:	$8^1/_2$″ × 11″, or $5^1/_2$″ × $8^1/_2$″ ▭	GCROTA1E	When enlarging to →	$8^1/_2$″ × 14″, or 11″ × 17″	 GCROTA2E
However, you can use:	$8^1/_2$″ × 11″, or $5^1/_2$″ × $8^1/_2$″ ▭	GCROTA3E	When enlarging to →	$8^1/_2$″ × 14″, or 11″ × 17″	GCROTA4E

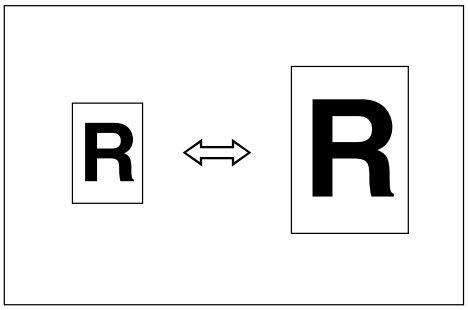
Reference

See p.21 “Copying from the Bypass Tray”.

See p.50 “Auto Reduce/Enlarge”.

Preset Reduce/Enlarge

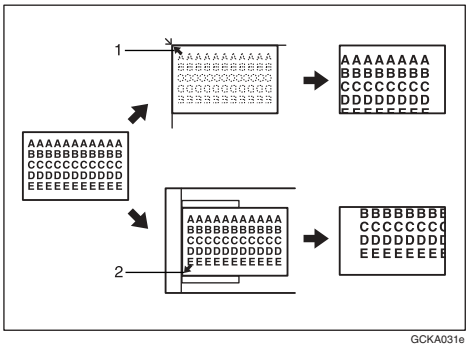
You can select a preset ratio for copying.



❖ **Base Point**

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set to ADF or ARDF, the bottom left corner of the original will be the base point.

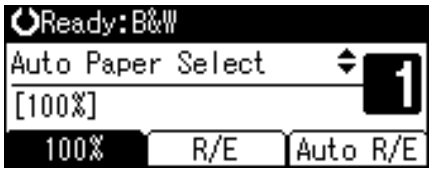
Shown below are the resulting copy images that differ depending on how the original is scanned.



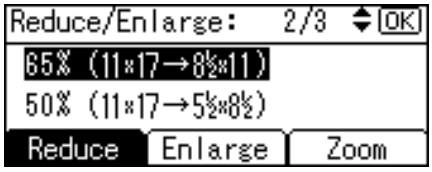
① Base point when placing on the exposure glass.

② Base point when placing in the ADF or ARDF.

1 **Press [R/E].**



2 Press [Enlarge] or [Reduce].



3 Select a ratio using [▲] or [▼], and then press the [OK] key.

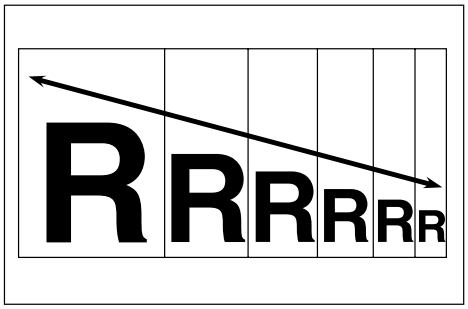
4 Place your originals, and then press the [Start] key.

Note

❒ See "Reproduction Ratio" and "Preset R/E Priority", General Settings Guide.

Zoom

You can change the reproduction ratio in increments of 1%.



1 Press [R/E].

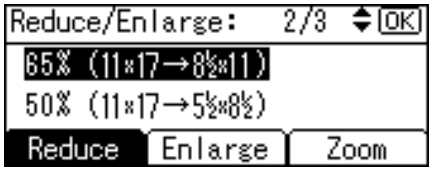
2 Select the ratio.

3 Place the original, and then press the [Start] key.

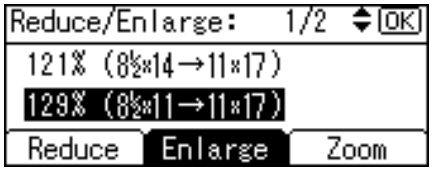
To select the ratio using scroll keys

Select a ratio using 【▲】 or 【▼】.

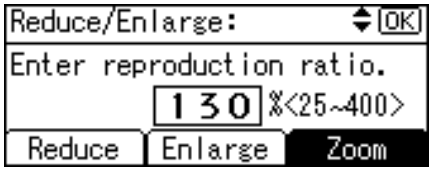
1. **Select a preset ratio which is close to the desired ratio with [Enlarge] or [Reduce].**



2. **Press [Zoom].**



3. **Select a ratio using 【▲】 or 【▼】, and then press the 【OK】 key.**



Pressing 【▲】 or 【▼】 changes the ratio in increments of 1%. Pressing and holding down the relevant key changes the ratio in increments of 10%.

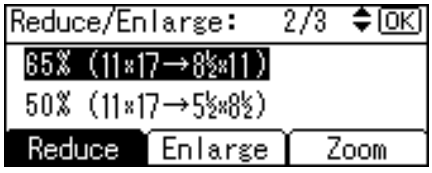
Note

❒ If you have incorrectly entered the ratio in step 3, readjust it using 【▲】 or 【▼】.

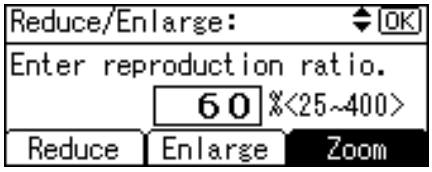
To enter the ratio with the number keys

Select a ratio using the number keys.

1. **Press [Zoom].**

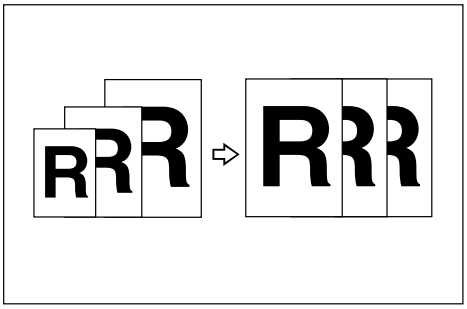


2 **Enter the desired ratio with the number keys, and then press the【OK】key.**



Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Important

❒ You cannot use the bypass tray with this function.

❒ When using Auto Reduce/Enlarge, see the following table for original sizes and orientations you can use:

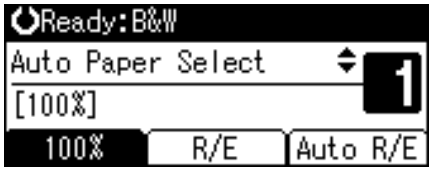
❖ Metric version

Where original is placed	Original size and orientation
Exposure glass	A3□, B4 JIS□, A4□□, B5 JIS□□, 8 1/2″ × 13″□
ADF or ARDF	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 8 1/2″ × 13″□

❖ Inch version

Where original is placed	Original size and orienttation
Exposure glass	11″ × 17″□, 10″ × 14″□, 10″ × 8″□, 8 1/2″ × 14″□, 8 1/2″ × 11″□□, 5 1/2″ × 8 1/2″□□
ADF or ARDF	11″ × 17″□, 8 1/2″ × 14″□, 8″ × 13″□, 8 1/2″ × 11″□□, 5 1/2″ × 8 1/2″□□

1 **Press [Auto R/E].**



2 **Select the paper size using [▲] or [▼].**

3 **Place the originals, and then press the [Start] key.**

Reference

See p.10 “Sizes difficult to detect”.

Sort

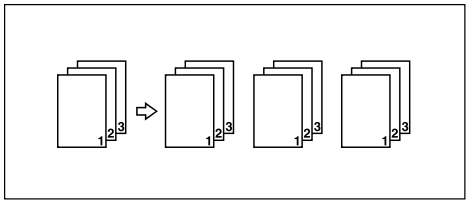
Copies are assembled as sets in sequential order.

Important

- ❒ To use the Rotate Sort function, two paper trays loaded with same size and type paper, but in different orientation (), are required. See “Paper Type: Tray 2-3”, General Settings Guide.
- ❒ You cannot use the bypass tray with Rotate Sort.

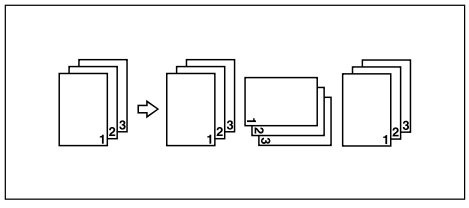
❖ **Sort**

Copies are assembled as sets in sequential order.

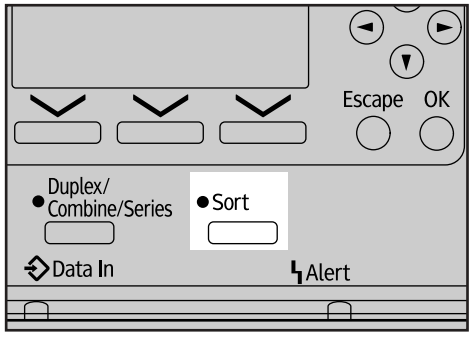


❖ **Rotate Sort**

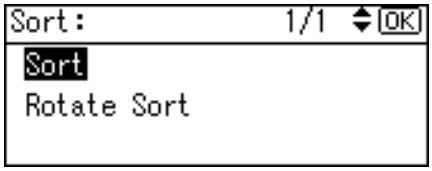
Every other copy set is rotated by 90 degrees () and delivered to the copy tray.



1 **Press the【Sort】key.**



2 **Select [Sort] or [Rotate Sort] using【▲】or【▼】, and then press the【OK】key.**



3 **Enter the number of copy sets using the number keys.**

4 **Place your originals.**

When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the ADF or ARDF, set so that the last page is on the bottom.

When placing originals on the exposure glass, press the【#】key after all originals are scanned.

5 **Press the【Start】key.**

Note

❒ To display the screen in step 2, select **[On]** for **[Rotate Sort]** with User Tools (Copier futures).

❒ See "Rotate Sort", "Rotate Sort:Auto Continue", "Auto Tray Switching", General Settings Guide.

Changing the Number of Sets

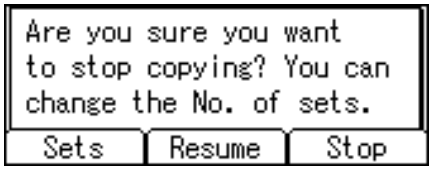
You can change the number of copy sets during copying.

Important

❒ This function can only be used when the Sort function is turned on.

1 **While "Copying..." is displayed, press the 【Clear/Stop】 key.**

2 **Press [Sets].**



3 **Enter the number of copy sets with the number keys, and then press [Resume].**

Copying starts again.

Note

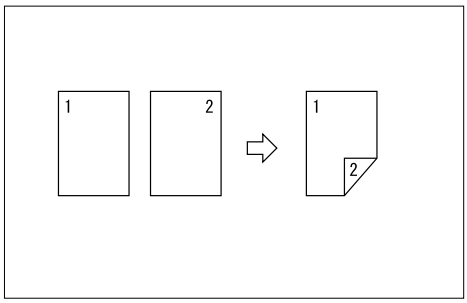
❒ The number of sets you can enter in step 3 differs depending on when the 【Clear/Stop】 key is pressed.

Duplex

The type of duplex available is:

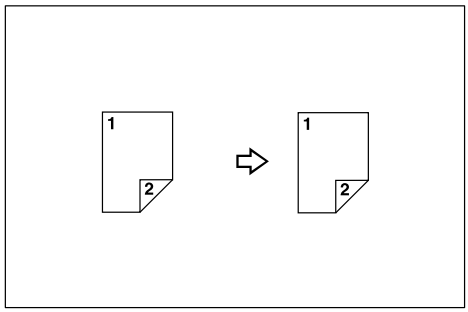
❖ **1 Sided → 2 Sides**

Copies 2 one-sided pages on 1 two-sided page.



❖ 2 Sided → 2 Sided

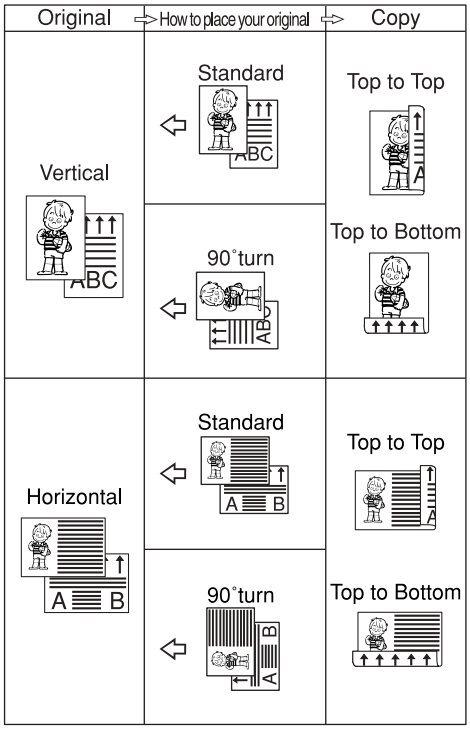
Copeis 1 two-sided page onto 1 two-sided page.



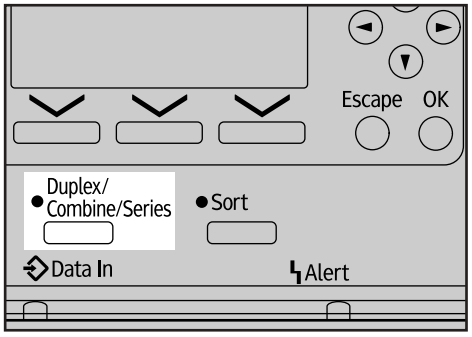
❖ Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place your originals (vertical or horizontal).

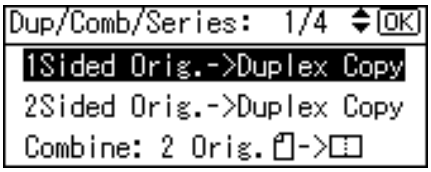
The table shows the orientation of images on the front and back of copies, not the orientation of delivery.



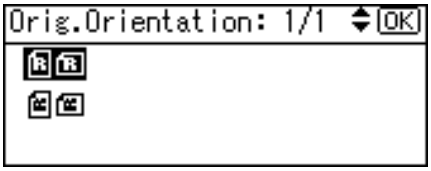
1 **Press the【Dup/Comb/Series】key.**



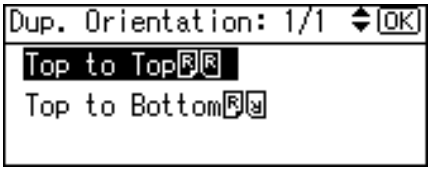
2 **Select the setting of original and copy type using【▲】or【▼】, and then press the【OK】key.**



3 **Select the original orientation using【▲】or【▼】, and then press the【OK】key.**



4 **Select the duplex orientation using【▲】or【▼】, and then press the【OK】key.**



5 **Place the originals, and then press the【Start】key.**

Note

❒ You cannot use the bypass tray with this function.

❒ The maximum paper weight that can be used with duplex copying is 60-105 g/m^2 (16-28 lb.).

❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the ADF or ARDF, set so that the last page is on the bottom.

❒ See "Duplex Margin", General Settings Guide.

❒ To display the screens in step 3 and 4 , select **[Always Specify]** for **[Orientation]** with User Tools (Copier futures). If **[Do not Specify]** is selected, proceed to step 5. See "Orientation", General Settings Guide.

One-Sided Combine

Combine several pages onto one side of a sheet.

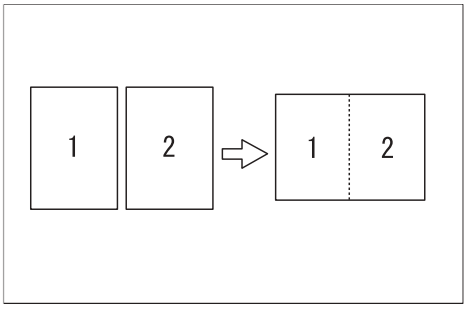
There are four types of One-Sided Combine.

Important

❒ You cannot use the bypass tray with this function.

❖ **1 Sided 2 Pages → Combine 1 Side**

Copies 2 one-sided originals to one side of a sheet.



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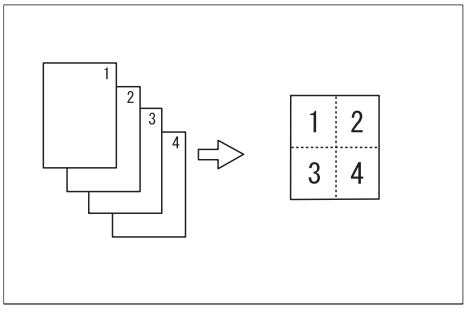
❖ **1 Sided 4 Pages → Combine 1 Side**

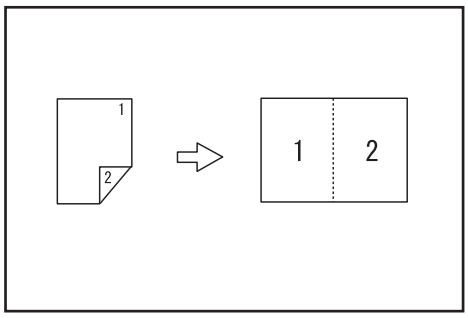
Copies 4 one-sided originals to one side of a sheet.



GCSHVY8J

❖ **2 Sided 1 Page → Combine 1 Side**

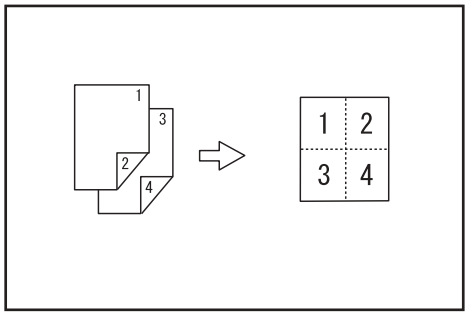
Copies 1 two-sided original onto one side of a sheet.



GCSHVYOJ

❖ **2 Sided 2 Pages → Combine 1 Side**

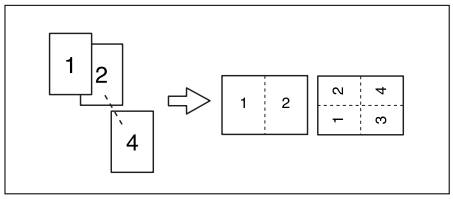
Copies 2 two-sided originals onto one side of a sheet.



GCSHVYBJ

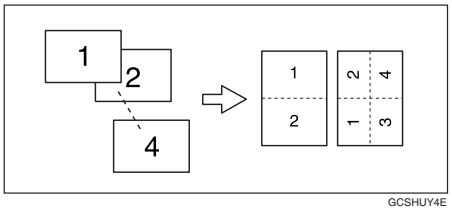
❖ **Orientation of original and image position of combine**

Open to left ( ) originals



GCSHUY3E

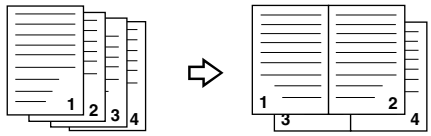
Open to top ( ) originals



GCSHUY4E

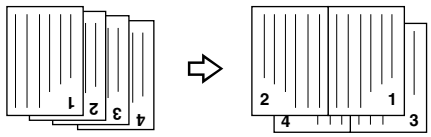
Placing originals (originals placed in the ADF or ARDF)

- Originals read from left to right



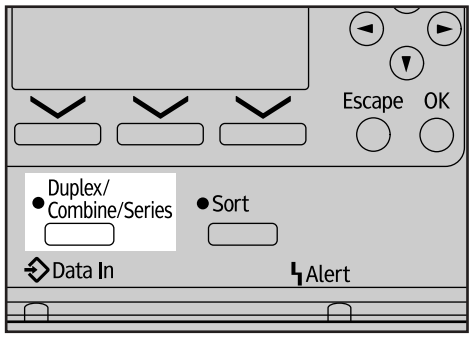
Combine5

- Originals read from top to bottom



Combine6

1 **Press the【Dup/Comb/Series】key.**



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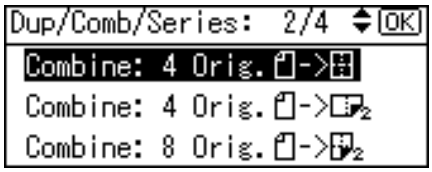
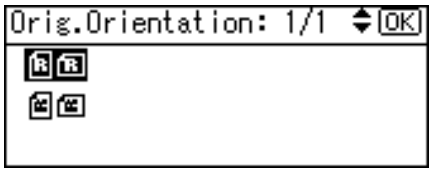
2 **Select the number of originals to combine using【▲】or【▼】, and then press the【OK】key.**



3 **Select the original orientation using【▲】or【▼】, and then press the【OK】key.**



4 **Select the paper size using [▲] or [▼], and then press the [OK] key.**

5 **Place the originals, and then press the [Start] key.**

Note

❒ To display the screen in step **3**, select **[Always Specify]** for **[Orientation]** with User Tools (Copier futures). If **[Do not Specify]** is selected, proceed to step **4**. See "Orientation", General Settings Guide.

Reference

See "Orientation", General Settings Guide.

Two-Sided Combine

Combines various pages of originals into one sheet with two sides.

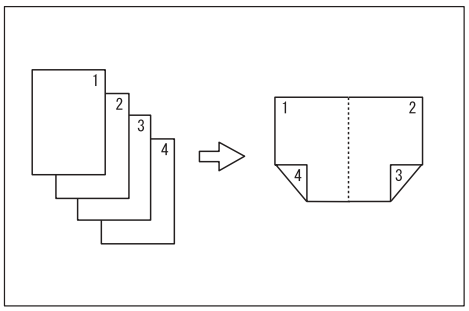
There are four types of Two-Sided Combine.

Important

❒ You cannot use the bypass tray with this function.

❖ **1 Sided 4 Pages → Combine 2 Side**

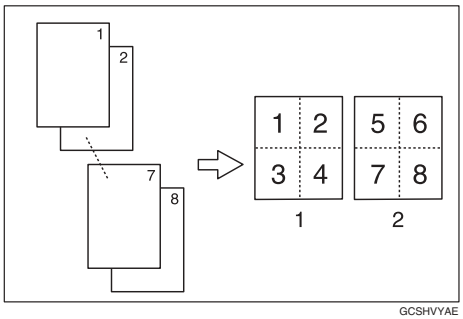
Copies 4 one-sided originals to one sheet with two pages per side.



GCSHVY9J

❖ 1 Sided 8 Pages → Combine 2 Side

Copies 8 one-sided originals to one sheet with four pages per side.

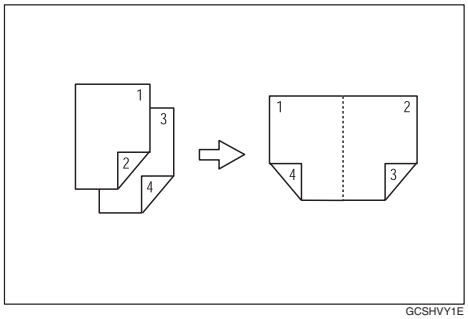


① Front

② Back

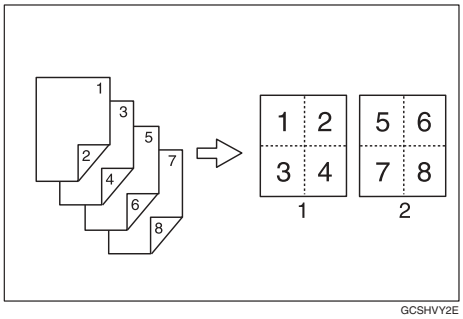
❖ 2 Sided 2 Pages → Combine 2 Side

Copies 2 two-sided originals onto one sheet with two pages per side.



❖ 2 Sided 4 Pages → Combine 2 Side

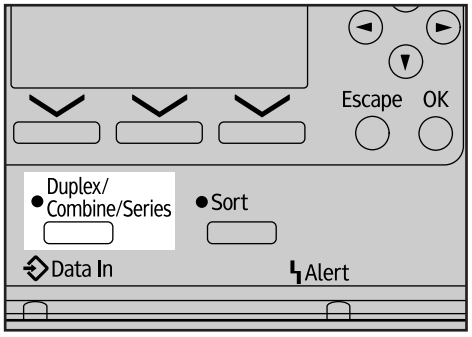
Copies 4 two-sided originals onto one sheet with four pages per side.



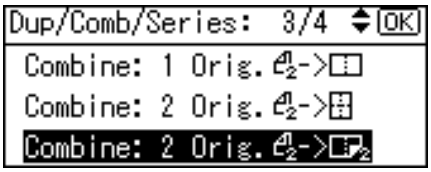
① Front

② Back

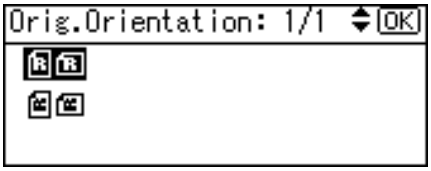
1 **Press the【Dup/Comb/Series】key.**



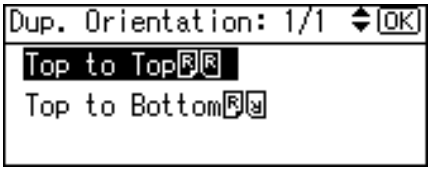
2 **Select the number of originals to combine using【▲】or【▼】, and then press the【OK】key.**



3 **Select the original orientation using【▲】or【▼】, and then press the【OK】key.**



4 **Select the duplex orientation using【▲】or【▼】, and then press the【OK】key.**



5 **Select the paper size using【▲】or【▼】, and then press the【OK】key.**

6 **Place the originals, and then press the【Start】key.**

Note

❒ To display the screens in step 3 and 4, select **[Always Specify]** for **[Orientation]** with User Tools (Copier futures). If **[Do not Specify]** is selected, proceed to step 5. See "Orientation", General Settings Guide.

Reference

See "Orientation", General Settings Guide.

Series Copies

You can separately copy the front and back of a two-sided original or two facing pages of a bound original onto two sheets.

Important

❒ You cannot use the Book→1 Sided function from the ADF or ARDF.

❒ See the following table for original and copy paper sizes when using a 100% ratio with Book→1 Sided function.

- Metric version

Original	Paper for 1-sided copy
A3	A4 × 2 sheets
B4 JIS	B5 JIS × 2 sheets
A4	A5 × 2 sheets

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- Inch version

Original	Paper for 1-sided copy
11" × 17"	$8\frac{1}{2}$ ×11" × 2 sheets
$8\frac{1}{2}$ × 11"	$5\frac{1}{2}$ ×$8\frac{1}{2}$ × 2 sheets

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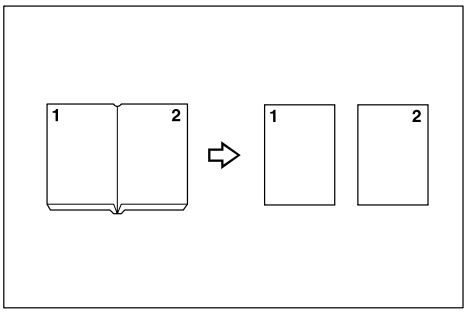
❒ You cannot use the bypass tray with the Book→1 Sided function.

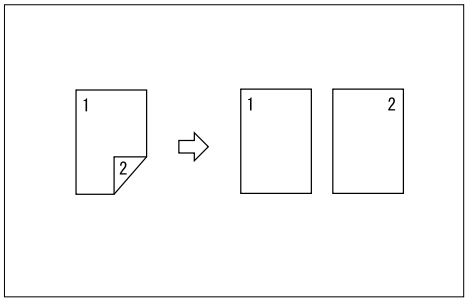
❖ **Book → 1 Sided**

You can make one-sided copies from two facing pages of a bound original (book).

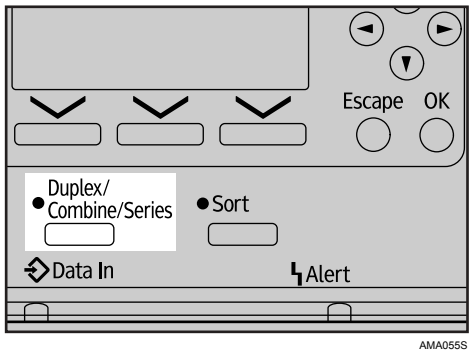


❖ **2 Sided→1 Sided**

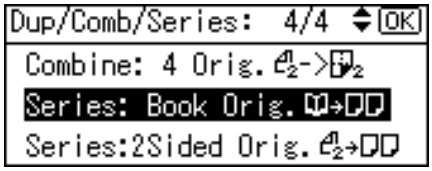
Copies each side of a two-sided original onto two separate pages.



1 **Press the 【Dup/Comb/Series】 key.**

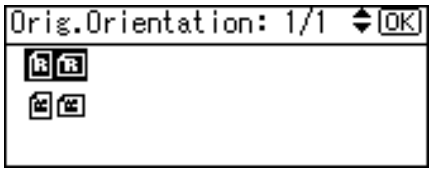


2 **Select [Series: Book Orig.] or [Series: 2Sided Orig.] using 【▲】 or 【▼】, and then press the 【OK】 key.**



When selecting **[Series: Book Orig.]**, proceed to step **4**.

3 **Select the original orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Select the paper size using 【▲】 or 【▼】, and then press the 【OK】 key.**

5 **Place the originals, and then press the【Start】key.**

Note

❒ To display the screen in step **3**, select **[Always Specify]** for **[Orientation]** with User Tools (Copier futures). If **[Do not Specify]** is selected, proceed to step **4**. See “Orientation”, General Settings Guide.

Reference

See “Orientation”, General Settings Guide.

Combination Chart

A given combination of the copy features may or may not be available depending on the order of its setup.

Blank: : These modes can be used together.

× : These modes cannot be used together. The first mode selected will be the mode you are working in.

• : These modes cannot be used together. The second mode selected will be the mode you are working in.

Following lists the combinations of functions.

Functions selected first \ Functions selected after	Auto Paper Select	Custom Size Originals	Regular Size Originals	Bypass Tray	1-sheet Bypass Tray	Image Density	Text Mode	Photo Mode	Auto Reduce/Enlarge	Zoom	Combine	Book→1 Sided	2 Sided→1 Sided	1 Sided→2 Sided	2 Sided→2 Sided	Sort	Black & White	Full Color (without Function Upgrade Option)	Full Color (with Function Upgrade Option)
Auto Paper Select		×	×	●	●				●		●	●							
Custom Size Originals	×		●										*1		*1				
Regular Size Originals	×	●																	
Bypass Tray	●				●				*4		*4	*4		*4	*4	*2			
1-sheet Bypass Tray	●			●					*4		*4	*4		*4	*4	*4	*3		
Image Density																			
Text Mode								●											
Photo Mode							●												
Auto Reduce/Enlarge	×			*4	*4					●	*5	●							
Zoom									●		●								
Combine	×			*4	*4							●	●	●	●				
Book→1 Sided	×			*4	*4				×		●		●	●	●				
2 Sided→1 Sided		*1									●	●		●	●				
1 Sided→2 Sided				*4	*4						●	●	●		●			*4	
2 Sided→2 Sided		*1		*4	*4						●	●	●	●				*4	
Sort				*2	*4													*4	
Black & White					*3													●	●
Full Color (without Function Upgrade Option)														*4	*4	*4	●		
Full Color (with Function Upgrade Option)																	●		

AMA070S

*1 A function incompatibility message appears if the original you have set is 2-sided or exceeds 433 mm (17 inch). Copy is not possible until one of the functions is disabled.

*2 A function incompatibility message appears if you load a sheet that exceeds 432 mm (17 inch). Copying is not possible until one of the functions is disabled.

*3 A function incompatibility message appears if you load OHP transparencies. Copy is not possible until one of the functions is disabled.

*4 A function incompatibility message appears if you select two conflicting functions. Copy is not possible until one of the functions is disabled.

*5 Enabled by the second mode selected.

Supplementary Information

Following describes the detailed specifications of the respective functions.

❖ Bypass Tray Copy

- The following paper sizes can be selected.
  Metric version
  A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11″ × 17″, 8 1/2″ × 14″, 8 1/2″ × 11″, 7 1/4″ × 10 1/2″, 5 1/2″ × 8 1/2″, 8K, 16K, C6 Envelope, C5 Envelope, DL Envelope, 4 1/2″ × 9 1/2″, 3 7/8″ × 7 1/2″

  Inch version
  11″ × 17″, 8 1/2″ × 14″, 8 1/2″ × 13″, 8 1/2″ × 11″, 8 1/4″ × 13″, 8″ × 13″, 7 1/4″ × 10 1/2″, 5 1/2″ × 8 1/2″, 4 1/8″ × 9 1/2″, 3 7/8″ × 7 1/2″, A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, C6 Envelope, C5 Envelope, DL Envelope, 8K, 16K

❖ Preset Reduce/Enlarge

- You can select one of nine preset ratios (4 enlargement ratios, 5 reduction ratios).
- Copies can be reduced or enlarged as follows:

❖ Metric version

Ratio (%)	Original → Copy paper size
400	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4 JIS
93	--
82	F→A4, B4 JIS→A4
71 (reduce area by 1/2)	A3→A4, A4→A5
50 (reduce area by 1/4)	A3→A5, F→A5
25	--

❖ Inch version

Ratio (%)	Original → Copy paper size
400	--
155 (enlarge area by 2)	$5^1/_2$″ × $8^1/_2$″→$8^1/_2$″ × 14″
129	$8^1/_2$″ × 11″→11″ × 17″
121	$8^1/_2$″ × 14″→11″ × 17″
93	--
78	$8^1/_2$″ × 14″→$8^1/_2$″ × 11″
65	11″ × 17″→$8^1/_2$″ × 11″
50 (reduce area by $^1/_4$)	11″ × 17″→$5^1/_2$″ × $8^1/_2$″
25	--

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Zoom

- The reproduction ratios you can specify are 25–400 %.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Sort

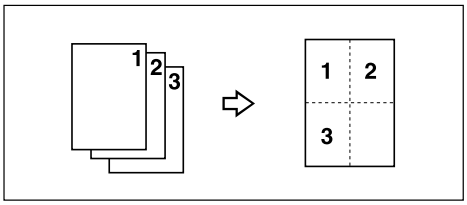
- Paper sizes and orientations that can be used in the Rotate Sort function are A4 ▯ ▭ and B5 JIS ▯ ▭, $8^1/_2$″ × 11″ ▯ ▭.
- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray.
  - Internal tray
    250 sheets
    - Selecting Rotate Sort may reduce the number of paper that can be housed by the tray.

❖ Duplex

- Following paper sizes and orientations can be duplexed.
  A3, B4 JIS, A4, B5 JIS, A5, 11″ × 17″, $8^1/_2$″ × 11″
- You cannot use the following copy paper with this function:
  - Paper smaller than A5 (A5 can be selected for Duplex)
  - Translucent paper
  - Label paper (adhesive labels)
  - OHP transparencies
  - Thick paper
  - Postcards
- When an odd number of originals are placed in the ADF or ARDF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.

❖ Combine

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios you can specify are 25–400 %.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining,the last page segment is left blank as shown.



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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

○ means POWER OFF.

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Operating Instructions Copy Reference

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